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1926

# THE UNIVERSITY OF NEBRASKA

Handbook of the  
Libraries

LINCOLN

1926



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## Handbook of the Libraries

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## INTRODUCTION

It would be difficult to overestimate the importance of the library to the university. Every department is dependent upon it for supplementary and required reading and the opportunity for research work. The intelligent use of its resources is necessary to good work in any course.

It is the purpose of the library to supply books and information to faculty and students with the least waste of time and effort. To that end and to supplement the individual help which the staff is able to give, this handbook is printed for distribution to the new students. It will acquaint them with the essential information in regard to the resources of the library and the regulations necessary for their fullest use.

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## HISTORY OF THE LIBRARY

The statute passed by the Nebraska legislature February 15, 1869, which provided for the founding of the State University contained also provision for its library by the requirement that all matriculation fees should be appropriated to the use of the library. The earliest catalogs refer to the carefully selected collection of books which constitute the library and the books considered most useful are sometimes listed by the different departments. In 1878 there were 2,000 volumes, \$1,000 having been expended for books the previous year. By 1882 there were 4,000 volumes reported; in 1886, 7,000. In 1888 the librarian's report includes the statement, "In addition to the general library resources, many of the departments have begun the collection of special libraries," and in 1890 the general library is credited with 12,000 volumes, and five departments with a total of 2,600. The growth from this time has been increasingly

rapid. From the first the plan of making the library almost entirely a reference collection has been followed.

The administration of the library was originally in the hands of a library committee whose chairman performed to some extent the duties of a librarian.

In the fall of 1878, Dr. George E. Howard returned to the University as an instructor. The professor who was chairman of the library committee was absent on leave and Dr. Howard was asked to assume some of his duties, among them to take charge of the library. He immediately opened the library from two to six each afternoon. This was the first time that regular hours of opening had been observed and was very popular with the students. January 1, 1879, Dr. Howard was made instructor in English and history and Librarian, with full power of administration over the library, though there was still a library committee of the faculty. Later the power was



again vested in the committee, but with Dr. Howard always a member, frequently as chairman. From 1888 to 1891 Miss Ellen Smith was "Registrar and Custodian of the library," and for 1891-92 Professor George MacMillan was "Custodian of the library." From 1892-97, Miss Mary L. Jones, U. of N. '85, and a graduate of the New York State library school, was in charge of the library. During these five years the library was reclassified according to the Dewey decimal system and the card catalog was begun, most of the books then in the library being cataloged before Miss Jones left. For the school year of 1897-98, John D. Epes was librarian. His successors have been J. I. Wyer, Jr., 1898-1905; Walter K. Jewett, 1906-13; Malcolm G. Wyer, 1913-1924; Gilbert H. Doane, 1925-date.

The library first occupied a room on the second floor of the University Hall, later two rooms, the one next east of the original room being added. These were the southeast

corner room and the one next west, an opening being made between the two. By 1888 the library was to be found occupying the first floor of the north wing of University hall. There it remained until the library building was completed in 1895.

The plans for the new building had been largely the work of Dr. Howard as chairman of a committee of the Faculty. With the assistance of Professor Little, professor of engineering, and Miss Moore, head of the art department, the plans were made so complete, that except for minor changes the building stands as the committee planned it.

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#### DIRECTORY OF LIBRARIES

The libraries of the University of Nebraska contain about 200,000 volumes, and a large number of pamphlets. The general library is supplemented by a few departmental libraries, which are located in other buildings, for the convenience of the departments concerned. The agricultural, law, engineering, medical,

and teachers' college libraries have an assistant in charge. The libraries may be found in the following locations:

**General library.** Located on the main floor of Library hall. Open during the college year 8 A. M.-10 P. M., except Friday and Saturday, when the hours are 8 A. M.-6 P. M.

**Agricultural library.** Located in Agricultural hall, State Farm. Open during the college year, 8 A. M.-9:00 P. M., except Friday, when the library closes at 6 P. M., and Saturday, when it closes at 4 P. M.

**Law library.** Located on the third floor of the Law building. Open during the college year 9 A. M.-12 M., 1-6 P. M., 7-10 P. M., except Saturday, when the library closes at 9 P. M.

**Engineering library.** Located on second floor of Mechanic Arts hall. Open during the college year 9 A. M.-12 M., 1-6 P. M., 7-10 P. M., except Saturday, when the library closes at 5 P. M.

**Medical library.** Located in the University Hospital building at Omaha. Open during the college year 9 A. M.-5 P. M., 7-9 P. M.

**High School library.** Located on the second floor of the Teachers' College building.

**Biology library.** The botany and zoology libraries are united and located in Bessey Hall.

**Social Science library.** Located on the second floor of Social Science building.

**Language Study room.** Located on the third floor of Law building.

**Department libraries.** The other departmental libraries are maintained without a special assistant in charge and are as follows:

Chemistry—Chemical laboratory.

Classical—Classical building.

Entomology—Plant Industry hall.

Meteorology-Astronomy — Observatory.

Physics—Brace laboratory.

The card catalog in the reading room includes the books in these libraries. But application for the

books should be made at the department libraries.

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### OTHER LIBRARIES

The libraries of the State Historical Society and of the Legislative Reference Bureau — Library Hall — although not parts of the University library system, are located on the campus and may be consulted by students.

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### THE READING ROOM

The reference librarian will be found at the reference desk just south of the main entrance from 9 A. M.-5:30 P. M., 5:30-9 P. M. The duty of the reference librarian is to assist readers in securing information and printed material on subjects under investigation. The aim of the department is to save time for students and members of the faculty. Do not hesitate to ask the reference librarian for assistance; she welcomes such inquiries. In addition to securing information for readers, she is ready to explain the use of the

card catalog and the arrangement and use of the various reference works in the library. It is well to remember, however, that better results will follow if you allow the librarian sufficient time to investigate, and do not wait until the last moment before calling upon her.

**The loan desk** is on the north side of the room. Readers come to this desk to secure books for use in the reading room, to withdraw books from the library and to return them. When the reference librarian is not on duty, reference questions should be brogught to the loan desk assistant. There is an attendant at this desk from 8 A. M.-10 P. M.

**The reserve desk** is just west of the loan desk. Here the books set aside for class readings are reserved. Students call at this desk for such books and withdraw them for use in the reading room during the day and for home use at night.

**The current periodicals** are found in the pigeon holes on the south side of the room.

The card catalog is just north of the main entrance.

The reading room is much too small for the demands made upon it, and students should bear in mind that its proper use as a university study room can be fulfilled only when each student maintains a strict silence.

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#### HOW TO DRAW A BOOK FROM THE LIBRARY

Look in the card catalog (for explanation of the card catalog, see p. 18) for the book desired and if it is listed there, fill out a yellow call slip writing legibly, the call number, the author and short title. The call number is in the upper left-hand corner of the catalog card. For instance, 823.89 is the call number for our St 4

edition of R. L. Stevenson's works. If you wish *Treasure Island*, you will see from the contents list, that this is volume 2 in the set. Therefore write within the square on the call

823.89

slip St 4. Write also Stevenson,  
v. 2

Treasure Island on the space provided, sign your name and take the slip to the loan desk.

Remember that, with the exception of reference books, reserve books, class references and periodicals, books can be taken out for two weeks and if not returned when due a fine of five cents a day is charged.

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### USING THE LIBRARY

The following books will be of help to students interested in learning how to use the library:

Mudge, I. G. New guide to reference books. 1923.

Fay, L. E. & Eaton, A. T. Instruction in the use of books and libraries. 1915.

Ward, G. O. The practical use of books and libraries. Ed. 2. 1914.

Hutchins, Margaret & others. Guide to the use of libraries. Ed. 2. 1914.



**CLASSIFICATION**

The arrangement of books in this library is according to the decimal classification devised by Melvin Dewey. In this system the field of knowledge is divided into nine main classes and these are numbered 1 to 9. Cyclopedias, periodicals and works so general in character as to belong to none of these classes are marked 0 and form a tenth class. These ten classes are:

000 General works, bibliography, cyclopedias.

100 Philosophy, psychology, ethics

200 Religion.

300 Sociology, political science, economics, law and education.

400 Philology.

500 Science, mathematics, botany, zoology.

600 Useful arts, medicine, engineering, agriculture.

700 Fine Arts.

800 Literature.

900 History, travel, biography.

Each class is further divided into ten divisions and each division into

ten sections. Then a decimal point is used and beyond this the subdivision is repeated as often as necessary. For instance, the 300 class is subdivided as follows:

- 310 Statistics.
- 320 Political science.
- 330 Political economy.
- 340 Law.
- 350 Administration.
- 360 Charities and correction.
- 370 Education.
- 380 Commerce, transportation.
- 390 Customs, folklore.

Each division may be subdivided into ten sections, thus:

- 331 Labor.
- 332 Banking, money.
- 333 Land.
- 334 Cooperation.
- 335 Socialism.
- 336 Finance.
- 337 Tariff.
- 38 Production, trusts.
- 339 Pauperism.

Each section may also be subdivided by the use of the decimal point.

331. Labor.

331.1 Capital and labor.

331.2 Wages.

331.3 Child labor

331.4 Labor of women.

331.5 Convict labor.

Since each subject has a definite number which is given to each book on that subject, all books on any subject must stand together. Thus all books on the labor question are numbered 331 and will be found together on the shelves immediately following the books marked 330. The analysis of the classification number is as follows: 331.3—Class 3 (Social science) Division 3 (Economics) Section 1 (Labor question) Point 3 (Child labor). All books on child labor are thus marked with the class number 331.3 and are then arranged alphabetically by the author's name. Each book is also given a book number, which is a combination of the first letter of the author's name and numbers, and which keeps all books in each subject in alphabetical sequence. Thus a book on child labor

by Hosmer would be marked 331.3 H 79 and one by Howard would be 331.3 H 83. These two numbers, the class number and the book number, form the call number of the book, which is written on the label on the back of each book, on the book plate on the inside front cover, and on the upper left hand corner of the catalog card. This call number with the name of the author, and the title of the book desired should always be written on the yellow slip found at the card catalog, when asking for a book at the loan desk.

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### THE CARD CATALOG

The books in the library are made available to readers through the card catalog. Many students make no effort to use the card catalog because they think it too complicated. In reality it is not difficult to learn the main principles of our catalog, and students who do this save themselves much time. The library assistants are always glad to be of service to students in explaining the use of the catalog.

The catalog of the library is in card form and is found in the card cases in the northeast corner of the reading room. This catalog is a complete guide to the books in the library, each book being represented by a card for the author of the book, the subject it treats of and often by the title. These cards are arranged in alphabetical order. Cards for the authors and titles are in black while the subject cards have the subject in red ink at the top of the card. Where the same word serves for several kinds of heading the order of arrangement is person, place, subject and title. Example:—(1) Washington, George (person) (2) Washington (state) (place), (3) Washington (state) — Antiquities (subject) (4) Washington and his country (title). Under an author's name the arrangement is as follows, although only prolific writers of great note have all forms of cards:—(1) cards for books written by the author (complete work), (2) for books written by the author (other

than complete works), (3) for books edited or translated by the author, (4) for books written about the author.

Names beginning with M, Mc, St. and Ste. are arranged as if spelled out Mac, Saint, and Sainte. Under the subject headings the titles are grouped topically where possible or by the author's names except where the subject is of a historical character, then the grouping is chronological. Examples:—under Education the groups are, Elementary, Ethical, History, etc., but under Great Britain — History the grouping is by periods as Anglo-Saxon period, Norman period, Plantagenet period. Reference cards are placed in the catalog to guide the consulter to the subject heading adopted by the library. For example, Pedagogics see Education, methods; Banks and banking see also Savings banks, Trust companies.

The card catalog will give the following information:

1. All books written by a certain

person that the library possesses.

2. All the books written about a certain person that the library possesses.

3. All the books treating a given subject that the library possesses.

4. Whether the library possesses a book with a certain title.

5. The location of each book is indicated, as all books in the departmental libraries have the department name on the left hand margin of the card. For the location of the department libraries see page 9 of the Handbook. The call number of each book is given in the upper left hand corner of the card. This, with the author and title is necessary in order that the assistant may get the book desired.

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#### DEPOSITORY CATALOG

The Library of Congress catalog contains author cards for the books in the library of Congress. Cards being printed by the Harvard University library and the University of Chicago library are also included.

The cards from Harvard and Chicago do not duplicate those from the Library of Congress. This is one of about thirty libraries selected as depositories for the catalog of the Library of Congress. This is strictly an author catalog and there are no subject entries. Its value consists in that it is a most useful bibliographical tool for all departments of library work, representing as it does the books of the largest library in America, and it will become increasingly valuable as the Harvard and Chicago cataloging progresses. It also is of value in indicating where specialists at work in this library may find certain necessary books.

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#### CURRENT PERIODICALS

The library has a large magazine list. The current numbers of the periodicals are kept in alphabetical order in the pigeon holes along the south wall of the reading room. Earlier copies are kept in the vault and may be had on application at the desk. The latest number of the



more popular magazines is kept in special covers on the reading table. Many of the more technical magazines are sent to the departmental libraries.

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### SUGGESTED MAGAZINES

Comment on current events.

Weeklies.

Literary Digest

Independent

Nation

New Republic

Outlook.

Survey

Monthlies

Current History Magazine

Review of Reviews

World's Work

Some other good monthlies

Atlantic Monthly

Bookman

Century

Harpers

National Geographic Magazine

North American Review

Scribners

## BOUND PERIODICALS

Periodicals are recognized as a very important part of a reference library. Libraries bind the periodicals and aim to keep complete sets of the leading ones, because they contain so much material of value for reference and research work. The periodicals contain the latest and most authoritative information on all subjects and a file of the standard journals constitutes an encyclopedia that is always up to date. In preparation for a debate, thesis, essay or special topic, articles in the bound periodicals will furnish the most valuable and often the only available material. This information would be of little use, however, if there were not some key by which we could unlock it. This key exists in the form of printed indexes which have been prepared, and which index the contents of a large number for periodicals. There are indexes for the periodicals of a general nature, and also for the technical ones. Students should familiarize them-

selves with these magazine indexes for they will be found helpful in college work. Those found in this library are:

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#### INDEXES TO GENERAL PERIODICALS

Poole's Index to periodical literature

- v. 1. covers the years 1802-1881.
- v. 2. covers the years 1881-1887.
- v. 3. covers the years 1887-1896.
- v. 4. covers the years 1897-1901.
- v. 5. covers the years 1902-1907.

Reader's Guide to periodical literature

- v. 1. covers the years 1900-1904.
- v. 2. covers the years 1905-1909.
- v. 3. covers the years 1910-1914.
- v. 4. covers the years 1915-1918.
- v. 5. covers the years 1919-1921.
- v. 6. covers the years 1922-1924.

Annual volumes for 1925 +

Appears monthly with a quarterly cumulation.

Reader's Guide to periodical literature: Supplement

- v.1. covers the years 1907-1915.
- v.2. covers the years 1916-1919.

International index to periodical literature, formerly Reader's Guide. Supplement

v. 3. covers the years 1920-1923.

Annual volumes for 1924+

Appears five times a year, the January number forming the annual cumulation.

Magazine subject index

1907+ (Includes Dramatic index 1909+).

These indexes cover the standard magazines of general interest. By consulting them the discussion of a subject may be traced from 1802 down to the magazines of the present month. The index is for subject and authors. Reference is made to the name of the magazine, volume or year and page, and these items should always be noted down when looking up articles on a subject. A list of the bound volumes contained in this library is kept with the indexes. The following sets are kept on the shelves of the reading room the others are in the stack and must be asked for at the loan desk.

These sets are in two series, each arranged alphabetically by title. The oversize sets, indicated by the asterisk before the title, form one series, and are on the shelves below the ledge. The other sets are on the upper shelves. The series begin at the east end of the magazine alcove.

\*Academy

American

American eclectic

American museum

American quarterly observer

American quarterly review

American review

American Whig review

Analectic review

\*Appleton's journal

Arena

\*Athenaeum

Atlantic

Bookbuyer

Bookman

Canadian

Century

\*Chautauqua

Cosmopolitan

Critic

- Democratic review
- \*Dial
  - Education
  - Educational review
  - Forum
- \*Freeman
  - Gunton's magazine
  - Harper's
  - Independent
  - International monthly
  - International quarterly
  - International review
  - Knickerbocker
- \*Literary digest
- \*Literary world
  - Living age
  - McClure's
  - Massachusetts quarterly review
  - Midland
  - Mid-West quarterly
- \*Nation
- \*Nation and Athenaeum
  - National magazine
  - New England magazine
  - New Englander
  - New Princeton Review
- \*New Republic
- \*New Statesman

New York review  
North American review  
Outing  
Outlook  
Overland  
Popular science monthly  
Princeton review  
Putnam's monthly  
Reader  
Reader magazine  
Review of reviews  
\*Saturday review  
Scientific monthly  
Scribner's magazine  
Scribner's monthly  
Sewanee review  
South Atlantic quarterly  
Southern Literary messenger  
\*Spectator  
\*Statesman  
Unpopular review  
\*Weekly Review  
World today  
World's work  
Yale review

## ENGINEERING INDEXES

## The Engineering Index

v. 1. covers the years 1884-1891.

v. 2. covers the years 1892-1895.

v. 3. covers the years 1896-1900.

v. 4. covers the years 1901-1905.

Annual volume for 1906 to date.

Industrial Arts Index, published quarterly, cumulated annually.

v.1 covers the year 1913 and is supplemented by annual and biennial volumes.

The indexes and also the sets of engineering periodicals are in the engineering library.

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## NEWSPAPER INDEXES

The library subscribes to the following index to current events.

New York Timse Index, Quarterly, 1913+.

This index is arranged alphabetically by subjects, covering the news and happenings of the world and giving the date of the event, with a summary of its development. Thus, in addition to being an index to any metropolitan newspaper, it is



also useful in giving a digest of the history of any event of importance.

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### GENERAL REFERENCE BOOKS

The reference books are shelved in the reading room just south of the entrance. Reference books are compendiums of facts on all conceivable subjects and are intended to be used for consultation when in search of definite information. They are essential to the working library because they enable one to find in a moment, information that otherwise could be had only by extended research.

Students should become familiar with the reference books so that they will know where to look for a definite fact and where to go first for guidance when investigating a subject. The reference works include dictionaries, atlases, encyclopedias, biographical dictionaries, indexes and special works on history and literature. The following are among the most useful. The reference librarian will always be glad to ex-

plain the special features of these books and show how they can be of value to students.

### Dictionaries

Century dictionary, the most comprehensive American dictionary.

Murray's new English dictionary, the most complete of all English dictionaries; the place to look for the etymology and historical growth of English words.

Webster's new international and Standard, the best one volume dictionaries to consult.

### Encyclopedias

Encyclopedia Britannica, 12th edition. The most scholarly work. Always use the index volume first.

New International. Ed. 2. The most satisfactory for quick reference when brief information is wanted. Both this and the Britannica have yearbooks which are valuable for recent information.

Americana and Nelson's loose leaf encyclopedia are other good encyclopedias. Brockhaus, Koversations-

lexikon and Larousse, Grand dictionnaire universel are the standard German and French encyclopedias.

### Special Encyclopedias

Catholic encyclopedia.

Champlin, Cyclopedia of painters and painting.

Grove, Dictionary of music and musicians.

Hart, Cyclopedia of American government.

Hastings, Encyclopedia of religion and ethics.

Jewish encyclopedia.

Monroe, Cyclopedia of education.

New Schaff-Herzog encyclopedia of religious knowledge.

### Biographical Dictionaries

Century cyclopedia of names.

Dictionary of national biography (English names).

Appleton's Cyclopedia of American biography.

National cyclopedia of American biography.

Who's Who in America.

Who's Who.

**Geography, Atlases**

Century atlas of the world.

Lippincott's new gazetter.

Rand, McNally & Co., library atlas of the world.

**Literature**

Warner's library of world's best literature.

Moulton, Library of literary criticism.

Brewer, World's best oratons.

Firkin's Index to short stories..

Brewer, Reader's handbook.

**Handbooks**

World almanac.

Statesman's yearbook.

Bliss, New encyclopedia of social reform.

Congressional directory.

Patterson, Educational directory.

Statistical abstract of the U. S.

**Quotations**

Hoyt, New Cyclopedia of practical quotations.

Bartlett, Familiar quotations.

Granger, Index to poetry and recitations.

## GOVERNMENT DOCUMENTS

This library is a depository for the sheep-bound set of the U. S. public documents. These are in the stack room, arranged in serial number, except in some cases where documents on a certain subject have been removed from the regular order and placed with the other books on that subject. The Congressional Record is also kept in the stack-room. These documents contain material that is invaluable for historical and economic study and for the preparation of debates. The following indexes to their contents are kept on the reference shelves in the reading room.

**Poor B. P.** Descriptive catalog of the government publications of the U. S. 1774-1881.

Brief entries arranged chronologically under subject headings, with author and subject index.

**Comprehensive index** to the publications of the U. S. government, 1881-1893, 2 v.

Includes the Congressional set and other documents with a full personal index.

**Comprehensive index: catalogue** of the public documents, 1893-1917, 13 v.

Includes Congressional set and department publications. Arrangement is under one alphabet of authors and subjects.

**Tables of and annotated index to** the Congressional series of U. S. public documents 1902.

Includes author, title and subject index of Congressional set from 15th to 52nd Congress.

**Check list of U. S. public documents** 1789-1909.

**Consolidated index** 1895-date.

An index to the subject of the documents and reports and to the committees, senators and representatives presenting them.

**Monthly catalog** of U. S. public documents, 1895-date.

Monthly price list of the current publications of the government. Arrangement is alphabetical by subjects, departments, bureau, etc. Object is to make documents more available and to give help in study of government publications. Gives short descriptions of the most interesting and valuable documents of the month.

## TRADE BIBLIOGRAPHIES

The trade bibliography of a country consists of the catalogs that list the books printed in that country. Such catalogs, showing the books available on any subject or by any author, are indispensable in library work as they are needed in preparing reference lists and bibliographies, in the ordering of books and in other ways. These works list books by author, title and subject, giving publisher, place, date, size and price for each book. Our collection contains the most useful bibliographies as follows:

**American**

**United States catalog** of books in print January 1, 1912, with supplements to date.

The most valuable of all our trade bibliographies. Lists all books obtainable with entry under author, title and subject.

**American catalog 1876-1910.**

Lists books by author, title and subject.

**Publisher's trade list annual.**

A collection of the catalogs of all American publishers arranged in alphabetical order.

**Publisher's weekly.**

A weekly list of new publications with monthly cumulations.

**English**

**English catalog 1801-1920**, with an annual supplement.

Author, title and subject list of books published in England.

**Reference catalog of current literature 1924**, 3 v.

A collection of publishers' catalogs in alphabetical order with a complete index to authors, titles and subjects.

**Publisher's circular**

A weekly list of new publications with monthly cumulations.

**German**

**Kayser's bucher lexikon 1750-1910.**

Author list of books with a subject index.

**Hinrich's halbjahr katalog.**

A semi-annual list which supplements Kayser.

**French**

**Lorenz, Catalogue generale de la librairie francaise, 1840-1918.**

An author list with subject index.

**Catalogue mensuel de la librairie francaise, 1910+**

A monthly list of the publications of the year bound together with a complete author and subject index.



In addition to the trade bibliographies mentioned above, the library contains many others and also a large number of works useful in the same connection, such as second-hand dealers' catalogs classified by subjects, catalogs of the auction prices of books and subject bibliographies. The following also are of service in the selection and ordering of books.

American Library Association Catalog, 1904 with supplements, 1912, 1923 and 1926.

British Museum, List of reference books in the reading room.

Nelson's Standard books, 4 vols.

Sonnenschein, Best books, 3 vols.

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## INTER-LIBRARY LOANS

Members of the faculty and advanced students should remember that through the courtesy of the large research libraries of the country, the resources of these libraries are in a measure placed at our disposal. That is, other libraries are willing to loan for a short time, such

books as may be needed by investigators at this library. In this way books are sent from the Library of Congress, the library of the U. S. Department of Agriculture, the John Crerar Library as well as from the large university libraries. The location of a desired book can often be learned at the general library by means of the Depository catalog and the union serial lists. The recent published account of Special collections in the libraries of the U. S. is also of value in this connection.

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### RESERVE BOOKS

Instructors have the privilege of reserving special books for the use of certain classes. These books are withdrawn from general circulation and kept at the reserve desk, which is located at the north side of the main reading room. The books are known as reserve books.

The following rules govern the use of these books.

1. Books should be called for by author and title.

2. But one book at a time may be borrowed.

3. Each book has a special charging slip, on which the borrower must sign his name, before receiving the book.

4. Each book must be returned to the reserve desk within two hours of the time it is borrowed.

A penalty of 25c will be charged for any book kept more than two hours.

Books kept more than 24 hours will be charged for at the rate of 25c a day.

No books will be issued to persons owing a fine at the desk.

5. Books may be taken out for the night or over Sunday after 9:30 p. m., but must be returned before 8 a. m. the following morning.

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### BOOKS FOR HOME READING

Interesting books on a wide variety of subjects are kept on a special case near the entrance to the reading room. These books include standard short stories, dramas, fiction, essays,

biography and travel. The books are changed frequently, during the year students are able to examine a large number of books of all kinds. These books are intended as suggestions for the student's home reading. Many students think of a library only as a place to go to study their lessons from day to day. Others, especially those in the professional schools, rarely enter the library building during their college course. These students are letting slip one of the finest opportunities they will ever have to extend their interests and to broaden their lives. Most students will never again have the use of so large a selection of magazines. Take some time each week to read books on some subjects entirely outside of your regular work. Watch the books which are placed on the new book shelf each Saturday, and choose books for home reading from the special case mentioned above. The library has a large collection of interesting books of foreign travel, of biography and of modern drama. The

library prints from time to time lists of selected books on special subjects and these can be secured from any of the library assistants and probably will suggest new lines of reading.

---

### NEW BOOK SHELF

There is a special case near the loan desk where the new books added to the library are displayed for one week before going to their regular places on the shelves. These books are changed each Saturday morning. This offers a good opportunity to see the important accessions.

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### AIDS FOR DEBATORS

The library contains many books on the subject of principles of debate and argumentation, debaters' handbooks, briefs, debating subjects, orations, etc. Information in regard to material of this nature may be secured at the reference desk.

## COLLEGE LIFE

The library has books on subjects of special interest to young men and women in colleges; books dealing with various phases of college life, giving suggestions on how to get the most out of college, on vocational guidance, right living, etc. A few of these are listed here, the assistants will refer inquirers to others.

Baird, American college fraternities.

Briggs, School, college and character.

Canfield, College student and his problems.

Cooper, Why go to college

Crawford, College girl of America.

Eliot, Education for efficiency.

Essays for college men.

Flexner, The American College.

Fulton, College life.

Gauss, Through college on nothing a year.

Hyde, The college man and the college woman.

Lockwood, The freshman and his college.

McMurray, How to study.

Olin, Women of a state university.

Slosson, Great American universities.

Thwing, The American college in American life.

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### STACK ROOM

On account of the overcrowded condition of the stack room and of the small library staff, it has been necessary to restrict admission to the stacks to students of the graduate college. Occasionally access to the stackroom is granted to undergraduates for limited periods and for special purpose, as in the case of the intercollegiate debaters, and of certain advanced students, when in the judgment of the librarian this can be done without interfering with the library service.

---

### AGRICULTURAL LIBRARY

The agricultural library will be found in the administration building at the State Farm. This library contains about 15,000 volumes of stand-

ard technical and general reference works for the departments of the agricultural college. The books on home economics are in this library and also a carefully selected collection of general literature for student reading. There is a card catalog of the books in the library and also a card catalog of the publications of the U. S. Department of Agriculture. Books are freely loaned between the general library and the agricultural library.

The library is in charge of Miss Edna Noble and is open as follows:  
College year—

8 A. M.-9 P. M. Monday-Thursday.

8 A. M.-6 P. M. Friday.

8 A. M.-4 P. M. Saturday.

Vacations—

Sept. 1 to Oct. 1—

9 A. M.-12, 1-5 P. M. Monday-Friday.

9 A. M.-1 P. M. Saturday.

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#### LAW LIBRARY

The law library occupies the entire



top floor of the law building. The library is a good working collection for the student and contains the leading encyclopedias and reference works as well as the United States, State, Dominion and English reports.

Duplicate copies of the principal textbooks in use are also owned by the library and are loaned to students for use in the library during the day and for over night use also. The students have free access to all books except the textbooks.

---

### ENGINEERING LIBRARY

The books relating to the different engineering subjects and to mathematics have been united to form an engineering departmental library. The collection is located in room 202 Mechanic Arts hall. It contains complete files of the leading technical journals, with the Engineering index and the Industrial arts index; the most important texts and treatises on mathematical and technical subjects; and complete sets of transactions of the various engineering societies.

The library is open from 9 A. M.-12 M., 1-6 P. M., 7-10 P. M. except Saturday when the library closes at 5 P. M.

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### LANGUAGE STUDY ROOM

A special study room on the third floor of the U hall is open to students floor of the Law building is open to students from 9 to 12 A. M. and 1 to 5 P. M. Classical and modern language dictionaries are available as well as the books needed for the English literature reading course. This is a good place to study.

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### TEACHERS' COLLEGE HIGH SCHOOL LIBRARY

This high school library is located adjacent to the study hall on the second floor of the Teachers' College building. It is intended to provide library facilities for the students of the high school and to demonstrate to the training classes the importance of a library in a high school course. Assistance is given to students, teachers and superintendents

in selecting books for school libraries.

### MEDICAL LIBRARY

The medical library has been transferred to the medical college at Omaha. While not a large library it is the foundation of a strong one, and plans are being formulated to make it the strongest medical collection in this section of the country. It possesses complete sets of many of the most important medical journals. Index medicus — and several of the standard systems and reference works. During the past two years notable additions have been made through purchase and through gifts from physicians in Omaha and elsewhere. The library is administered by the University librarian as a part of the University of Nebraska library system.

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### LIBRARY REGULATIONS

**Hours** — The library is open on every day but Sunday, legal holidays and University holidays during the college year as follows:

Monday to Thursday 8 A. M. to 10 P. M.

Friday, Saturday 8 A. M. to 6 P. M.

During the summer session the library hours are:

Monday to Thursday 8 A. M.-6 P. M., 7-9 P. M.

Friday, Saturday 9 A. M. to 5 P. M.

During vacations the library hours, are:

Monday to Friday 9 A. M.-12 M., 1-5 P. M.

**Borrowers** — Books may be borrowed by all officers and students of the university, by resident alumni and by others having special permission. Books are also loaned, subject to demand in the university, to schools and alumni in the state, who are willing to pay transportation both ways.

**Length of Loan**—Books are loaned subject to recall at any time, for two weeks, with privilege of renewal. This restriction does not apply to members of the faculty, who must,

however, return all books to the library before Commencement day. Students who leave Lincoln for more than one week must first return all borrowed books.

**Restrictions** — This is primarily a reference library and therefore reference books, bound and current periodicals, reserve books and class references are not allowed to circulate.

**Fines**—A fine of 5 cents a day is charged for each book not returned within the limit of two weeks.

For reserve books not returned within the two-hour limit during the day, and promptly at the opening hour for overnight books, a fine of 25c a day is charged.

**Losses**—The borrower is responsible for all losses or injuries which occur to a book while it is charged to him. No student shall be recommended for a degree until he has returned in good order every book which he has borrowed, or has deposited with the librarian the cost of any book or books lost.

**Charging** — Books must not be taken from the library until they have been charged at the loan desk or the reserve desk.

**Admission to Stacks**—Officers of the university and graduate students are permitted to have free access to the book stacks. Under certain conditions, and at the discretion of the librarian, under-graduate students may be granted access to the stacks for a limited time.

#### COMPILING A BIBLIOGRAPHY

A bibliography may be a list of references pertaining to a certain subject, by or about a given author, or a catalog of books published in a certain country. We call the first a subject bibliography, the second an author bibliography and the third a trade bibliography.

The library has many bibliographies on a great variety of subjects. Any student having a paper or debate to prepare will save time by asking the Reference Librarian to put him in touch with the bibliographies in the library on the subject in which

he is interested before attempting to compile one for himself.

As every graduate student and almost every undergraduate will at some time be required to compile a bibliography, it would be well to have in mind early in your school life some of the essential features of a well prepared bibliography. Bibliographies may be inclusive or selective, with or without notes. Such notes being descriptive, or critical, or both. The selective annotated bibliography is by far the most useful. In preparing a paper of any great length or importance the compiler will need to select his material with great care and, at least for his own information, keep critical notes of the material consulted.

In compiling a bibliography it is well to follow certain definite rules, such as:

- I. Define the scope and character of your bibliography.

- II. Consult the card catalog for will find there references to exist-books on your subject. Often you

ing bibliographies. The bibliography cards follow the subject in the catalog.

III. Examine the bibliographies in the books on the subject.

IV. Consult magazine indexes, looking under every subject in any way related to your topic.

V. Enter each reference on a separate slip so that these may later be arranged in any order desired.

VI. Arrange alphabetically, topically or chronologically as the case may require.

In careful bibliographical work each entry should include in this order:

1. Author's last name, first name, middle name or initial.

2. Title (Enough to distinguish the book.)

3. Translator or editor's name, if any.

4. Edition, if other than the first.

5. Place of publication (abbreviated.)

6. Name of publisher (abbreviated.)



7. Date of publication and copy-right date if different.

8. Number of pages or number of volume if more than one.

9. Illustrations, maps, plates if specially important..

10. In listing parts of books give inclusive pages as well.

11. In listing magazine articles this arrangement is good:—

- a. Author's name.
- b. Title of the article.
- c. Name of the magazine.
- d. Volume number.
- e. Inclusive pages.
- f. Complete date.

Examples of entries:—

(Book)

Collins, Howard F.

Authors' and printers' dictionary, Lond. Frowde, 1909, c 1905.

(Part of book)

Firestone, Charles B.

The coasts of illusion. N. Y. Harper, 1924 p. 274-280.

(Magazine)

Metcalf, M. M.

Research and the American col-

lege. Science n.s. 59;23-7 Ja.11 '24

The following books will be found very helpful in bibliographical work:

Hutchins, Margaret, and others.

Guide to the use of libraries. N.Y. Wilson, 1923, p. 189-201.

Fay, Lucy E. & Eaton, Anne T.

Instruction in the use of books and libraries. Ed. 2. rev. Bost. Faxon, 1919, p. 125-137.

Ward, Gilbert O.

The practical use of books and libraries. Ed. 3, rev. & enl. Bost. Faxon, 1922, p. 72-76.

Manly, John M. & Rickert, Edith.

Writer's index of good form and good English. N. Y. Holt, 1923; p. 1-37.

Utter, Robert P.

Guide to good English, N. Y. Harper, c 1914.

Seward, Samuel S., Jr.

Note-taking. Bost. Allyn & Bacon, c 1910.

Dow, Earle W.

Principles of a note system for historical studies. N. Y. Century, 1924.





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1927

# THE UNIVERSITY OF NEBRASKA

Handbook of the  
Libraries

THE LIBRARY OF THE

DEC 28 1933

UNIVERSITY OF ILLINOIS

LINCOLN  
1927



# THE UNIVERSITY OF NEBRASKA

Handbook of the  
Libraries

THE LIBRARY OF THE  
Eighth Edition

DEC 20 1933

UNIVERSITY OF ILLINOIS

LINCOLN

1927





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## INTRODUCTION

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It would be difficult to overestimate the importance of the library to the university. Every department is dependent upon it for supplementary and required reading and the opportunity for research work. The intelligent use of its resources is necessary to good work in any course.

It is the purpose of the library to supply books and information to faculty and students with the least waste of time and effort. To that end and to supplement the individual help which the staff is able to give, this handbook is printed for distribution to the new students. It will acquaint them with the essential information in regard to the relations necessary for their fullest use.

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## HISTORY OF THE LIBRARY

The statute passed by the Nebraska legislature February 15, 1869, which provided for the founding of the State University contained also provision for its library by the requirement that all matriculation fees should be appropriated to the use of the library. The earliest catalogs refer to the carefully selected collection of books which constitute the library and the books considered most useful are sometimes listed by the different departments. In 1878 there were 2,000 volumes, \$1,000 having been expended for books the previous year. By 1882 there were 4,000 volumes reported; in 1886, 7,000. In 1888 the librarian's report includes the statement, "In addition to the general library resources, many of the departments have begun the collection of special libraries," and in 1890 the general library is credited with 12,000 volumes, and five departments with a total of 2,600. The growth

from this time has been increasingly rapid. From the first the plan of making the library almost entirely a reference collection has been followed.

The administration of the library was originally in the hands of a library committee whose chairman performed to some extent the duties of a librarian.

In the fall of 1878, Dr. George E. Howard returned to the University as an instructor. The professor who was chairman of the library committee was absent on leave and Dr. Howard was asked to assume some of his duties, among them to take charge of the library. He immediately opened the library from two to six each afternoon. This was the first time that regular hours of opening had been observed and was very popular with the students. January 1, 1879, Dr. Howard was made instructor in English and history and Librarian, with full power of administration over the library, though

there was still a library committee of the faculty. Later the power was again vested in the committee, but with Dr. Howard always a member, frequently as chairman. From 1888 to 1891 Miss Ellen Smith was "Registrar and Custodian of the library," and for 1891-92 Professor George MacMillan was "Custodian of the library." From 1892-97, Miss Mary L. Jones, U. of N. '85, and a graduate of the New York State library school, was in charge of the library. During these five years the library was reclassified according to the Dewey decimal system and the card catalog was begun, most of the books then in the library being cataloged before Miss Jones left. For the school year of 1897-98, John D. Epes was librarian. His successors have been J. I. Wyer, Jr., 1898-1905; Walter K. Jewett, 1906-13; Malcolm G. Wyer, 1913-1924; Gilbert H. Doane, 1925-date.

The library first occupied a room on the second floor of the University

Hall, later two rooms, the one next east of the original room being added. These were the southeast corner room and the one next west, an opening being made between the two. By 1888 the library was to be found occupying the first floor of the north wing of University hall. There it remained until the library building was completed in 1895.

The plans for the new building had been largely the work of Dr. Howard as chairman of a committee of the Faculty. With the assistance of Professor Little, professor of engineering, and Miss Moore, head of the art department, the plans were made so complete, that except for minor changes the building stands as the committee planned it.

---

### DIRECTORY OF LIBRARIES

The libraries of the University of Nebraska contain about 210,000 volumes, and a large number of pamphlets. The general library is supple-

mented by a few departmental libraries, which are located in other buildings, for the convenience of the departments concerned. The agricultural, law, engineering, medical, and teachers' college libraries have an assistant in charge. The libraries may be found in the following locations:

**General library.** .. Located on the main floor of Library hall. Open during the college year 8 A. M.-10 P. M., except Friday and Saturday, when the hours are 8 A. M.-6 P. M.

**Agricultural library.** Located in Agricultural hall, State Farm. Open during the college year, 8 A. M.-9:00 P. M., except Friday, when the library closes at 6 P. M., and Saturday, when it closes at 4 P. M.

**Law library.** Located on the third floor of the Law building. Open during the college year 8 A. M.-6 P. M., 7-10 P. M., except Saturday, when the library closes at 6 P. M.

**Engineering library.** Located on second floor of Mechanic Arts hall in room 211. Open during the college year 8:30 A. M., 6 P. M., 7-9:30 P. M., except Saturday, when the library closes at 5 P. M.

**Medical library.** Located in the University Hospital building at Omaha. Open during the college year 9 A. M.-5 P. M., 7-9 P. M.

**High School library.** Located on the second floor of the Teachers' College building.

**Biology library.** The botany and zoology libraries are united and located in Bessey Hall.

**Social Science library.** Located on the second floor of Social Science building.

**Department libraries.** The other departmental libraries are maintained without a special assistant in charge and are as follows:

Chemistry—Chemical laboratory.

Classical—Classical building.

Entomology—Plant Industry hall.



Meteorology-Astronomy — Observatory.

Physics—Brace laboratory.

The card catalog in the reading room includes the books in these libraries. But application for the books should be made at the department libraries.

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### OTHER LIBRARIES

The libraries of the State Historical Society and of the Legislative Reference Bureau — Library Hall — although not parts of the University library system, are located on the campus and may be consulted by students.

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### THE READING ROOM

The loan desk is on the north side of the reading room. Readers come to this desk to secure books for use in the reading room, to withdraw books from the library and to return them.

The card catalog is in the west end of the room. You will find posted

over the first case a card of directions for its use. Feel free to call upon the Reference librarian for any further help or explanations in regard to its use.

The reading room is much too small for the demands made upon it, and students should bear in mind that its proper use as a university study room can be fulfilled only when each student maintains a strict silence.

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### THE REFERENCE ROOM

The reference room is the northwest room adjoining the reading room. Here are kept the general and special encyclopedias, yearbooks, dictionaries, and other books of a reference type which readers need to use frequently. They are to be used in the reference room.

The reference librarian will be found at her desk in the northwest corner from 8 A. M.-5:30 P. M. and 7-10 P. M.

The duty of the reference librarian is to assist readers in securing in-

formation and printed material on subjects under investigation. The aim of the department is to save time for students and members of the faculty. Do not hesitate to ask the reference librarian for assistance; she welcomes such inquiries. In addition to securing information for readers, she is ready to explain the use of the card catalogue and the arrangement and use of the various reference works in the library. It is well to remember however, that better results will follow if you allow the librarian sufficient time to investigate, and do not wait until the last moment before calling upon her.

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#### HOW TO DRAW A BOOK FROM THE LIBRARY

Look in the card catalog (for explanation of the card catalog, see p. 19) for the book desired and if it is listed there, fill out a yellow call slip writing legibly, the call number, the author and short title. The call number is in the upper left-hand corner

of the catalog card. For instance, 823.89 is the call number for our St 4

edition of R. L. Stevenson's works. If you wish *Treasure Island*, you will see from the contents list, that this is volume 2 in the set. Therefore write within the square on the call  
823.89

slip St 4. Write also Stevenson,  
2

*Treasure Island* on the space provided, sign your name and take the slip to the loan desk.

Remember that, with the exception of reference books, reserve books, class references and periodicals, books can be taken out for two weeks and if not returned when due a fine of five cents a day is charged.

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### USING THE LIBRARY

The following books will be of help to students interested in learning how to use the library:

Mudge, I. G. *New guide to reference books.* 1923.

Fay, L. E. & Eaton, A. T. Instruction in the use of books and libraries. 1915.

Ward, G. O. The practical use of books and libraries. Ed. 4. 1926.

Hutchins Margaret & others. Guide to the use of libraries. Ed. 2. 1922.

### CLASSIFICATION

The arrangement of books in this library is according to the decimal classification devised by Melvin Dewey. In this system the field of knowledge is divided into nine main classes and these are numbered 1 to 9. Cyclopedias, periodicals and works so general in character as to belong to none of these classes are marked 0 and form a tenth class. These ten classes are:

000 General works, bibliography, cyclopedias.

100 Philosophy, psychology, ethics

200 Religion.

300 Sociology, political science, economics, law and education.

400 Philology.

500 Science, mathematics, botany, zoology.

600 Useful arts, medicine, engineering, agriculture.

700 Fine Arts.

800 Literature.

900 History, travel, biography.

Each class is further divided into ten divisions and each division into ten sections. Then a decimal point is used and beyond this the subdivision is repeated as often as necessary. For instance, the 300 class is subdivided as follows:

310 Statistics.

320 Political science.

330 Political economy.

340 Law.

350 Administration.

360 Charities and correction.

370 Education.

380 Commerce, transportation.

390 Customs, folklore.

Each division may be subdivided into ten sections, thus:

331 Labor.

332 Banking, money.

- 333 Land.
- 334 Cooperation.
- 335 Socialism.
- 336 Finance.
- 337 Tariff.
- 338 Production, trusts.
- 339 Pauperism.

Each section may also be subdivided by the use of the decimal point.

- 331. Labor.
- 331.1 Capital and labor.
- 331.2 Wages.
- 331.3 Child labor.
- 331.4 Labor of women.
- 331.5 Convict labor.

Since each subject has a definite number which is given to each book on that subject, all books on any subject must stand together. Thus all books on the labor question are numbered 331 and will be found together on the shelves immediately following the books marked 330. The analysis of the classification number is as follows: 331-3—Class 3 (Social science) Division 3 (Economics)

Section 1 (Labor question) Point 3 (Child labor). All books on child labor are thus marked with the class number 331.3 and are then arranged alphabetically by the author's name. Each book is also given a book number, which is a combination of the first letter of the author's name and numbers, and which keeps all books in each subject in alphabetical sequence. Thus a book on child labor by Hosmer would be marked 331.3 H 79 and one by Howard would be 331.3 H 83. These two numbers, the class number and the book number, form the call number of the book, which is written on the label on the back of each book, on the book plate on the inside front cover, and on the upper left hand corner of the catalog card. This call number with the name of the author, and the title of the book desired should always be written on the yellow slip found at the card catalog, when asking for a book at the loan desk.



## THE CARD CATALOG

The books in the library are made available to readers through the card catalog. Many students make no effort to use the card catalog because they think it is too complicated. In reality it is not difficult to learn the main principles of our catalog, and students who do this save themselves much time. The library assistants are always glad to be of service to students in explaining the use of the catalog.

The catalog of the library is in card form and is found in the card cases in the west end of the reading room. This catalog is a complete guide to the books in the library, each book being represented by a card for the author of the book, the subject it treats of and often by the title. These cards are arranged in alphabetical order. Cards for the authors and titles are in black while the subject cards have the subject in red ink at the top of the card. Where the same word serves for sev-

eral kinds of heading the order of arrangement is person, place, subject and title. Example:—(1) Washington, George (person) (2) Washington (state) (place), (3) Washington (state) — Antiquities (subject) (4) Washington and his country (title). Under an author's name the arrangement is as follows, although only prolific writers of great note have all forms of cards:—(1) cards for books written by the author (complete work), (2) for books written by the author (other than complete works), (3) for books edited or translated by the author, (4) for books written about the author.

Names beginning with M, Mc, St. and Ste. are arranged as if spelled out Mac, Saint, and Sainte Under the subject headings the titles are grouped topically where possible or by the author's names except where the subject is of historical character, then the grouping is chronological Examples:—under Education

the groups are, Elementary, Ethical, History, etc., but under Great Britain — History the grouping is by periods as Anglo-Saxon period, Norman period, Plantagenet period. Reference cards are placed in the catalog to guide the consulter to the subject heading adopted by the library. For example, Pedagogics see Education, methods; Banks and banking see also Savings banks, Trust companies.

The card catalog will give the following information:

1. All books written by a certain person that the library possesses.

2. All the books written about a certain person that the library possesses.

3. All the books treating a given subject that the library possesses.

4. Whether the library possesses a book with a certain title.

5. The location of each book is indicated, as all books in the departmental libraries have the department name on the left hand margin of

the card. For the location of the department libraries see page 9 of the Handbook. The call number of each book is given in the upper left hand corner of the card. This, with the author and title is necessary in order that the assistant may get the book desired.

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### DEPOSITORY CATALOG

The Library of Congress catalog contains author cards for the books in the library of Congress. Cards being printed by the Harvard University library and the University of Chicago library are also included.

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### THE PERIODICAL ROOM

The current periodicals are located in room 310 on the third floor of the library. Here the student may enjoy reading the recent numbers of the hundreds of magazines which the library receives except those which are technical and are sent directly to the departmental libraries.

Thsee magazines do not circulate but must be used in the periodical room.

The bound volumes of these periodicals are in the main reading room and stack.

---

### SUGGESTED MAGAZINES

Comment on current events.

Weeklies.

Literary Digest

Independent

Nation

New Republic

Outlook

Survey

Monthlies

Current History Magazine

Review of Reviews

World's Work

Some other good monthlies

Atlantic Monthly

Bookman

Century

Harpers

National Geographic Magazin

North American Review  
Scribners

### BOUND PERIODICALS

Periodicals are recognized as a very important part of a reference library. Libraries bind the periodicals and aim to keep complete sets of the leading ones, because they contain so much material of value for reference and research work. The periodicals contain the latest and most authoritative information on all subjects and a file of the standard journals constitutes an encyclopedia that is always up to date. In preparation for a debate, thesis, essay or special topic, articles in the bound periodicals will furnish the most valuable and often the only available material. This information would be of little use, however, if there were not some key by which we could unlock it. This key exists in the form of printed indexes which have been prepared, and which index the contents of a large number for

periodicals. There are indexes for the periodicals of a general nature, and also for the technical ones. Students should familiarize themselves with these magazine indexes for they will be found helpful in college work. Those found in this library are:

#### INDEXES TO GENERAL PERIODICALS

Poole's Index to periodical literature

- v. 1. covers the years 1802-1881.
- v. 2. covers the years 1881-1887.
- v. 3. covers the years 1887-1896.
- v. 4. covers the years 1897-1901.
- v. 5. covers the years 1902-1907.

Reader's Guide to periodical literature

- v. 1. covers the years 1900-1904.
- v. 2. covers the years 1905-1909.
- v. 3. covers the years 1910-1914.
- v. 4. covers the years 1915-1918.
- v. 5. covers the years 1919-1921.
- v. 6. covers the years 1922-1924.

Annual volumes for 1925 +

Appears monthly with a quarterly cumulation.

Reader's Guide to periodical literature: Supplement

v. 1. covers the years 1907-1915.

v. 1. covers the years 1916-1919.

International index to periodical literature, formerly Reader's Guide. Supplement

v. 3 covers the years 1920-1923.

Annual volumes for 1924+

Appears five times a year, the January number forming the annual cumulation.

Magazine subject index

1907+ (Includes Dramatic index 1909+).

These indexes cover the standard magazines of general interest. By consulting them the discussion of a subject may be traced from 1802 down to the magazines of the present month. The index is for subject and authors. Reference is made to the name of the magazine, volume or year and page, and these items should always be noted down when looking up articles on a subject. A list of the bound volumes contained in this library is kept with



the indexes. The following sets are kept on the shelves of the reading room the others are in the stack and must be asked for at the loan desk.

These sets are in two series, each arranged alphabetically by title. The oversize sets, indicated by the asterisk before the title, form one series, and are on the shelves below the ledge. The other sets are on the upper shelves. The series begin south of the reading room doors.

\*Academy

American eclectic

American magazine

American mercury

American museum

American quarterly observer

American quarterly review

American review

American Whig review

Analectic review

\*Appleton's journal

Arena

\*Athenaeum

Atlantic

Bookbuyer

- Bookman
- Canadian
- Century
- \*Chautauquan
- Cosmopolitan
- Critic
- Democratic review
- \*Dial
- Education
- Educational review
- Forum
- \*Freeman
- Gunton's magazine
- Harper's
- Independent
- Inter America
- International monthly
- International quarterly
- International review
- Knickerbocker
- \*Literary digest
- \*Literary world
- Living age
- McClure's
- Massachusetts quarterly review
- Midland
- Mid-West quarterly

\*Nation

\*Nation and Athenaeum

National magazine

New England magazine

New England and Yale review

New Englander

New Princeton Review

\*New Republic

\*New Statesman

New York review

North American review

Old and New

Outing

Outlook

Overland

Popular science monthly

Princeton review

Putnam's magazine

Putnam's monthly

Putnam's monthly and the Critic

Reader

Reader magazine

Review of reviews

\*Saturday review

Scientific monthly

Scribner's magazine

Scribner's monthly

Sewanee review  
South Atlantic quarterly  
Southern Literary messenger  
\*Spectator  
\*Statesman  
Unpartisan review  
Unpopular review  
\*Weekly Review  
World today  
World's work  
Yale review

### ENGINEERING INDEXES

#### The Engineering Index

v. 1. covers the years 1884-1891.

v. 2. covers the years 1892-1895.

v. 3. covers the years 1896-1900.

v. 4. covers the years 1901-1905.

Annual volume for 1906 to date.

Industrial Arts Index, published quarterly, cumulated annually.

v.1 covers the year 1913 and is supplemented by annual and bien-nial volumes.

The indexes and also the sets of engineering periodicals are in the engineering library.

**NEWSPAPER INDEXES**

The library subscribes to the following index to current events.

New York Times Index, Quarterly, 1913+.

This index is arranged alphabetically by subjects, covering the news and happenings of the world and giving the date of the event, with a summary of its development. Thus, in addition to being an index to any metropolitan newspaper, it is also useful in giving a digest of the history of any event of importance.

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**GENERAL REFERENCE BOOKS**

The reference books are shelved in the reference room just west of the reading room. Reference books are compendiums of facts on all conceivable subjects and are intended to be used for consultation when in search of definite information. They are essential to the working library because they enable one to find in a moment, information that otherwise

could be had only by extended research.

Students should become familiar with the reference books so that they will know where to look for a definite fact and where to go first for guidance when investigating a subject. The reference works include dictionaries, atlases, encyclopedias, biographical dictionaries, indexes and special works on history and literature. The following are among the most useful. The reference librarian will always be glad to explain the special features of these books and show how they can be of value to students.

### Dictionaries

Century dictionary, the most comprehensive American dictionary.

Murray's new English dictionary, the most complete of all English dictionaries; the place to look for the etymology and historical growth of English words.

Webster's new international and

Standard, the best one volume dictionaries to consult.

### Encyclopedias

Encyclopedia Britannica, 13th edition. The most scholarly work. Always use the index volume first.

New International Ed. 2. The most satisfactory for quick reference when brief information is wanted. Both this and the Britannica have yearbooks which are valuable for recent information.

Americana and Nelson's loose leaf encyclopedia are other good encyclopedias. Brockhaus, Koversatinoslexikon and Larousse, Grand dictionnaire universel are the standard German and French encyclopedias. Enciclopedia universal ilustrada is an excellent Spanish encyclopedia.

### Special Encyclopedias

Catholic encyclopedia.

Champlin, Cyclopedia of painters and painting.

Grove, Dictionary of music and musicians.

Hart, Cyclopedia of American government.

Hastings, Encyclopedia of religion and ethics.

Jewish encyclopedia.

Monroe, Cyclopedia of education.

New Schaff-Herzog encyclopedia of religious knowledge.

#### **Biographical Dictionaries**

Century cyclopedia of names.

Dictionary of national biography (English names).

Appleton's Cyclopedia of American biography.

National cyclopedia of American biography.

Allgemeine deutsche biographie.

Michad. Biographie universelle.

Who's Who in Canada.

Who's Who in America.

Who's Who.

#### **Geography, Atlases**

Century atlas of the world.

Lippincott's new gazetter.



Rand, McNally & Co., library atlas of the world.

#### Literature

Warner's library of world's best literature.

Moulton, Library of literary criticism.

Brewer, World's best orations.

Firkin's Index to short stories.

Chambers Cyclopedia of English literature.

Cambridge History of English literature.

Stedman & Hutchinson Library of American literature.

Cambridge, History of American literature.

#### Handbooks

American yearbook.

World almanac.

Europa yearbook.

Statesman's yearbook.

Bliss, New encyclopedia of social reform.

Brewer, Reader's handbook.

Congressional directory.

Patterson, Educational directory.

Statistical abstract of the U. S.  
Whitaker's almanack.

### Quotations

Hoyt, New Cyclopedia of practical  
quotations.

Bartlett, Familiar quotations.

Granger, Index to poetry and reci-  
tations.

### GOVERNMENT DOCUMENTS

This library is a depository for the sheep-bound set of the U. S. public documents. These are in the Law library, arranged in serial number, except in some cases where documents on a certain subject have been removed from the regular order and placed with the other books on that subject. The Congressional Record is kept in the stackroom. These documents contain material that is invaluable for historical and economic study and for the preparation of debates. The following indexes to their contents are kept on the shelves in the reference room.

**Poor B. P.** Descriptive catalog of the government publications of the U. S. 1774-1881.

Brief entries arranged chronologically under subject headings, with author and subject index.

**Comprehensive index** to the publications of the U. S. government, 1881-1893, 2 v.

Includes the Congressional set and other documents with a full personal index.

**Comprehensive index: catalogue** of the public documents, 1893-1917, 14 v.

Includes Congressional set and department publications. Arrangement is under one alphabet of authors and subjects.

**Tables of and annotated index** to the Congressional series of U. S. public documents 1902.

Includes author, title and subject index of Congressional set from 15th to 52nd Congress.

**Check list of U. S. public documents** 1789-1909.

**Consolidated index** 1895-date.

An index to the subject of the documents and reports and to the committees, senators and representatives presenting them.

**Monthly catalog** of U. S. public documents, 1895-date.

Monthly price list of the current publications of the government. Arrangement is alphabetical by subjects, departments, bureau, etc. Object is to make documents more available and to give help in study of government publications. Gives short descriptions of the most interesting and valuable documents of the month.

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### TRADE BIBLIOGRAPHIES

The trade bibliography of a country consists of the catalogs that list the books printed in that country. Such catalogs, showing the books available on any subject or by any author, are indispensable in library work as they are needed in preparing reference lists and bibliographies, in the ordering of books and in other ways. These works list books by author, title and subject, giving publisher, place, date, size and price for each book. Our collection contains the most useful bibliographies as follows:

#### American

**United States** catalog of books in print January 1, 1912, with supplements to date.

The most valuable of all our trade bibliographies. Lists all books obtainable with entry under author, title and subject.

**American catalog 1876-1910.**

Lists books by author, title and subject.

**Publisher's trade list annual.**

A collection of the catalogs of all American publishers arranged in alphabetical order.

**Publisher's weekly.**

A weekly list of new publications with monthly cumulations.

**English**

**English catalog 1801-1920, with an annual supplement.**

Author, title and subject list of books published in England.

**Reference catalog of current literature 1924, 3 v.**

A collection of publishers' catalogs in alphabetical order with a complete index to authors, titles and subjects.

**Publisher's circular.**

A weekly list of new publications with monthly cumulations.

**German**

**Kayser's bucher lexikon 1750-1910.**

Author list of books with a subject index.

**Hinrich's halbjahr katalog.**

A semi-annual list which supplements Kayser.

**French**

**Lorenz, Catalogue generale de la librairie francaise, 1840-1918.**

An author list with subject index.

**Catalogue mensuel de la librairie française, 1910+**

A monthly list of the publications of the year bound together with a complete author and subject index.

In addition to the trade bibliographies mentioned above, the library contains many others and also a large number of works useful in the same connection, such as second-hand dealers' catalogs classified by subjects, catalogs of the auction prices of books and subject bibliographies. The following also are of service in the selection and ordering of books.

American Library Association Catalog, 1904 with supplements, 1912, 1923 and 1926.

British Museum, List of reference books in the reading room.

Nelson's Standard books, 4 vols.

Sonnenschein, Best books, 3 vols.

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## INTER-LIBRARY LOANS

Members of the faculty and advanced students should remember

that through the courtesy of the large research libraries of the country, the resources of these libraries are in a measure placed at our disposal. That is, other libraries are willing to loan for a short time, such books as may be needed by investigators at this library. In this way books are sent from the large university libraries, the John Crerar, the U. S. Department of Agriculture, and on very special requests, from the Library of Congress. It is understood by the lending libraries that the books will be used in the library building only. The location of a desired book can often be learned at the general library by means of the Depository catalog and the union serial lists. The recent published account of Special collections in the libraries of the U. S. is also of value in this connection.

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#### RESERVE ROOM

Instructors have the privilege of reserving special books for the use

of certain classes. These books are withdrawn from general circulation and kept in the reserve room, which is located on the third floor of the library in room 305. The books are known as reserve books.

The following rules govern the use of these books.

1. Books should be called for by author and title.

2. But one book at a time may be borrowed.

3. Each book has a special charging slip, on which the borrower must sign his name, before receiving the book.

4. Each book must be returned to the reserve desk within two hours of the time it is borrowed.

A penalty of 25c will be charged for any book kept more than two hours.

Books kept more than 24 hours will be charged for at the rate of 25c a day.

No books will be issued to persons owing a fine at the desk.



5. Books may be taken out for the night or over Sunday after 9:30 p. m., but must be returned before 8 a. m. the following morning.

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### OPEN SHELF RESERVE

Room 306 is known as the open shelf reserve room. The collection of books shelved here was formerly in the Language Study room. Here the student is unrestricted in the time a book may be used. Books may be taken out for home use a half-hour before closing time, but must be returned before 8 a. m. when the library opens again.

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### BOOKS FOR HOME READING

Interesting books on a wide variety of subjects are kept on a special case near the entrance to the reading room. These books include standard short stories, dramas, fiction, essays, biography and travel. The books are changed frequently, during the year students are able to examine a large

number of books of all kinds. These books are intended as suggestions for the student's home reading. Many students think of a library only as a place to go to study their lessons from day to day. Others, especially those in the professional schools, rarely enter the library building during their college course. These students are letting slip one of the finest opportunities they will ever have to extend their interests and to broaden their lives. Most students will never again have the use of so large a selection of magazines. Take some time each week to read books on some subjects entirely outside of your regular work. Watch the books which are placed on the new book shelf each Saturday, and choose books for home reading from the special case mentioned above. The library has a large collection of interesting books of foreign travel, of biography and of modern drama. The library prints from time to time lists

of selected books on special subjects and these can be secured from any of the library assistants and probably will suggest new lines of reading.

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### READING COURSES

It is well to capitalize your leisure moments by having a plan for your reading. You cannot expect much profit or satisfaction from desultory reading.

For those who wish guidance in selecting a course for systematic reading there is a very helpful series of books called "Reading with a purpose" issued by the American Library Association. Experts in the various fields of knowledge have been called upon to point out the most important books to give the student a comprehensive view of each subject.

The books in the following list have been published. Others will follow in rapid succession.

"Pivotal figures in history," by A. W. Vernon.

"Europe of our day," by H. A. Gibbons.

"Physical sciences," by E. E. Slosson.

"The United States in recent times," by F. L. Paxson.

"Americans from abroad," by J. P. Gavit.

"Philosophy," by Alexander Meiklejohn.

"The Modern essay," by S. M. Crothers.

"Psychology and its use," by E. D. Martin.

"Architecture," by Lewis Mumford.

"Biology," by Vernon Kellogg.

"Ears to hear, a guide for music lovers," by D. G. Mason.

"The poetry of our own times," by Marguerite Wilkinson.

"Our children," by M. V. O'Shea.

"The life of Christ," by R. M. Jones.

"Some great American books," by D. L. Sharp.

"The modern drama," by B. H. Clark.

"American education," by W. F. Russell.

"Fronties of knowledge," by J. L. Bennett.

"Religion in everyday life," by W. T. Grenfell.

"Sociology and social problems," by H. W. Odum.

"Conflicts in American public opinion," by W. A. White and W. E. Myer.

"Pleasure from pictures," by H. T. Bailey.

"Appreciation of sculputre," by Lorado Taft.

"French revolution as told in fiction," by W. S. Davis.

"The stars," by Harlow Shapley.

These will be found in the reference room.

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### NEW BOOK SHELF

There is a special case near the loan desk where the new books added to the library are displayed for one

week before going to their regular places on the shelves: These books are changed each Saturday morning. This offers a good opportunity to see the important accessions.

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### AIDS FOR DEBATERS

The library contains many books on the subject of principles of debate and argumentation, debaters' handbooks, briefs, debating subjects, orations, etc. Information in regard to material of this nature may be secured at the reference desk.

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### COLLEGE LIFE

The library has books on subjects of special interest to young men and women in colleges; books dealing with various phases of college life, giving suggestions on how to get the most out of college, on vocational guidance, right living, etc. A few of these are listed here, the assistants will refer inquirers to others.

Baird, American college fraternities.

Briggs, School, college and character.

Canfield, College student and his problems.

Cooper, Why go to college?

Crawford, College girl of America.

Eliot, Education for efficiency.

Essays for college men.

Flexner, The American College.

Fulton, College life.

Gauss, Through college on nothing a year.

Hyde, The college man and the college woman.

Lockwood, The freshman and his college.

McMurray, How to study.

Olin, Women of a state university.

Slosson, Great American universities.

Thwing, The American college in American life.

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### STACK ROOM

On account of the overcrowded condition of the stack room and of the small library staff, it has been

necessary to restrict admission to the stacks to students of the graduate college. Occasionally access to the stackroom is granted to undergraduates for limited periods and for special purpose, as in the case of the intercollegiate debaters, and of certain advanced students, when in the judgment of the librarian this can be done without interfering with the library service.

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#### AGRICULTURAL LIBRARY

The agricultural library will be found in the administration building at the State Farm. This library contains about 18,000 volumes of standard technical and general reference works for the departments of the agricultural college. The books on home economics are in this library and also a carefully selected collection of general literature for student reading. There is a card catalog of the books in the library and also a card catalog of the publications of the U. S. Department of Agriculture.



Books are freely loaned between the general library and the agricultural library.

The library is in charge of Miss Edna Noble and is open as follows:  
College year—

8 A. M.-9 P. M. Monday-Thursday.

8 A. M.-6 P. M. Friday.

8 A. M.-4 P. M. Saturday.

Vacations—

Sept. 1 to Oct. 1—

9 A. M.-12, 1-5 P. M. Monday-Friday.

9 A. M.-1 P. M. Saturday.

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### LAW LIBRARY

The law library occupies the entire top floor of the law building. The library is a good working collection for the student and contains the leading encyclopedias and reference works as well as the United States, State, Dominion and English reports.

Duplicate copies of the principal textbooks in use are also owned by the library and are loaned to stu-

dents for use in the library during the day and for over night use also. The students have free access to all books except the textbooks.

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### ENGINEERING LIBRARY

The books relating to the different engineering subjects and to mathematics have been united to form an engineering departmental library. The collection is located in room 211 Mechanic Arts hall. It contains complete files of the leading technical journals, with the Engineering index and the Industrial arts index; the most important texts and treatises on mathematical and technical subjects; and complete sets of transactions of the various engineering societies. The library is open from 8:30 A. M.-6 P. M., 7-9:30 P. M. except Saturday when the library closes at 5 P. M.

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### TEACHERS' COLLEGE HIGH SCHOOL LIBRARY

This high school library is located

adjacent to the study hall on the second floor of the Teachers' College building. It is intended to provide library facilities for the students of the high school and to demonstrate to the training classes the importance of a library in a high school course. Assistance is given to students, teachers and superintendents in selecting books for school libraries.

### MEDICAL LIBRARY

The medical library has been transferred to the medical college at Omaha. While not a large library it is the foundation of a strong one, and plans are being formulated to make it the strongest medical collection in this section of the country. It possesses complete sets of many of the most important medical journals. Index medicus — and several of the standard systems and reference works. During the past two years notable additions have been made through purchase and through gifts from physicians in Omaha and else-

where. The library is administered by the University librarian as a part of the University of Nebraska library system.

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### LIBRARY REGULATIONS

**Hours** — The library is open on every day but Sunday, legal holidays and University holidays during the college year as follows:

Monday to Thursday 8 A. M. to 10 P. M.

Friday, Saturday 8 A. M. to 6 P. M.

During the summer sessions the library hours are:

Monday to Thursday 8 A. M.-6 P. M., 7-9 P. M.

Friday, Saturday 9 A. M. to 5 P. M.

During vacations the library hours, are:

Monday to Friday 9 A. M.-12 M., 1-5 P. M.

Saturday 9 A. M.-12 M.

**Borrowers** — Books may be borrowed by all officers and students of

the university, by resident alumni and by others having special permission. Books are also loaned, subject to demand in the university, to schools and alumni in the state, who are willing to pay transportation both ways.

**Length of Loan**—Books are loaned subject to recall at any time, for two weeks, with privilege of renewal. This restriction does not apply to members of the faculty, who must, however, return all books to the library before Commencement day. Students who leave Lincoln for more than one week must first return all borrowed books.

**Restrictions** — This is primarily a reference library and therefore reference books, bound and current periodicals, reserve books and class references are not allowed to circulate.

**Fines**—A fine of 5 cents a day is charged for each book not returned within the limit of two weeks.

For reserve books not returned

within the two-hour limit during the day, and promptly at the opening hour for overnight books, a fine of 25c a day is charged.

**Losses**—The borrower is responsible for all losses or injuries which occur to a book while it is charged to him. No student shall be recommended for a degree until he has returned in good order every book which he has borrowed, or has deposited with the librarian the cost of any book or books lost.

**Charging** — Books must not be taken from the library until they have been charged at the loan desk or the reserve desk.

**Admission to Stacks**—Officers of the university and graduate students are permitted to have free access to the book stacks. Under certain conditions, and at the discretion of the librarian, under-graduate students may be granted access to the stacks for a limited time.

#### COMPILING A BIBLIOGRAPHY

A bibliography may be a list of

references pertaining to a certain subject, by or about a given author, or a catalog of books published in a certain country. We call the first a subject bibliography, the second an author bibliography and the third a trade bibliography.

The library has many bibliographies on a great variety of subjects. Any student having a paper or debate to prepare will save time by asking the Reference Librarian to put him in touch with the bibliographies in the library on the subject in which he is interested before attempting to compile one for himself.

As every graduate student and almost every undergraduate will at some time be required to compile a bibliography, it would be well to have in mind early in your school life some of the essential features of a well prepared bibliography. Bibliographies may be inclusive or selective, with or without notes. Such notes being descriptive, or critical, or both. The selective annotated

bibliography is by far the most useful. In preparing a paper of any great length or importance the compiler will need to select his material with great care and, at least for his own information, keep critical notes of the material consulted.

In compiling a bibliography it is well to follow certain definite rules, such as:

I. Define the scope and character of your bibliography.

II. Consult the card catalog for books on your subject. Often you will find there references to existing bibliographies. The bibliography cards follow the subject in the catalog.

III. Examine the bibliographies in the books on the subject.

IV. Consult magazine indexes, looking under every subject in any way related to your topic.

V. Enter each reference on a separate slip so that these may later be arranged in any order desired.



VI. Arrange alphabetically, topically or chronologically as the case may require.

In careful bibliographical work each entry should include in this order:

1. Author's last name, first name, middle name or initial.

2. Title (Enough to distinguish the book.)

3. Translator or editor's name, if any.

4. Edition, if other than the first.

5. Place of publication (abbreviated.)

6. Name of publisher (abbreviated.)

7. Date of publication and copyright date is different.

8. Number of pages or number of volume if more than one.

9. Illustrations, maps, plates if specially important.

10. In listing parts of books give inclusive pages as well.

11. In listing magazine articles this arrangement is good:—

- a. Author's name.
- b. Title of the article.
- c. Name of the magazine.
- d. Volume number.
- e. Inclusive pages.
- f. Complete date.

Examples of entries:—

(Books)

Collins, Howard F.

Authors' and printers' dictionary, Lond. Frowde, 1909, c 1905.

(Part of book)

Firestone, Charles B.

The coasts of illusion. N. Y. Harper, 1924 p. 274-280.

(Magazine)

Metcalf, M. M.

Research and the American college. Science n.s. 59;23-7 Ja.11 '24

#### Bibliographical Helps

The following books will be found very helpful in bibliographical work:

Hutchins, Margaret, and others.

Guide to the use of libraries.

N.Y. Wilson, 1923, p. 189-201.

Fay, Lucy E. & Eaton, Anne T.

Instruction in the use of books and libraries. Ed. 2. rev. Bost. Faxon, 1919, p. 125-137.

Manly, John M. & Rickret, Edith.

Writer's index of good form and good English. N.Y. Holt, 1923, p. 1-37.

Utter, Robert P.

Guide to good English, N. Y. Harper, c 1914.

Seward, Samuel S., Jr.

Note-taking. Bost. Allyn & Bacon, c 1910.

Dow, Earle W.

Principles of a note system for historical studies. N. Y. Century, 1924.

Vizetelly, F. H.

Preparation of manuscripts. N. Y. Holt, 1924.

THE LIBRARY OF THE

DEC 20 1933

UNIVERSITY OF ILLINOIS











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1928

Great Library

# THE UNIVERSITY OF NEBRASKA

## Handbook of the Libraries

LINCOLN

1928



# THE UNIVERSITY OF NEBRASKA

## Handbook of the Libraries

Ninth Edition

THE LIBRARY OF THE  
AUG 1 1928  
LINCOLN  
UNIVERSITY OF ILLINOIS  
1928

## OFFICERS

### General Library

Librarian.....Gilbert H. Doane  
Asistant Librarian..Nellie J. Compton  
Reference Librarian....Clara L. Craig  
Head of Circulation.....Jessie J. Glass  
Catalogers..Mabel Beattie, Ruth Balch  
Head of Order Dept.....M. E. Wisherd  
Periodicals and Binding..Jacob Gable

### College and Departmental Libraries

Agricultural Library....Edna C. Noble  
Biology Library.....T. J. Fitzpatrick  
Engineering Library....Mrs. Ida Vose  
Law Library.....G. E. Price  
Medical Library.....Madalene Hillis  
Teachers College H. S....Mabel Harris

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1921

## INTRODUCTION

It would be difficult to overestimate the importance of the library to the university. Every department is dependent upon it for supplementary and required reading and the opportunity for research work. The intelligent use of its resources is necessary to good work in any course.

It is the purpose of the library to supply books and information to faculty and students with the least waste of time and effort. To that end and to supplement the individual help which the staff is able to give, this handbook is printed for distribution to the new students. It will acquaint them with the essential information in regard to the resources of the library and the regulations necessary for their fullest use.

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## HISTORY OF THE LIBRARY

The statute passed by the Nebraska legislature February 15, 1869, which provided for the founding of the State University contained also provision for its library by the requirement that all matriculation fees should be appropriated to the use of the library. The earliest catalogs refer to the carefully selected collection of books which constitute the library and the books considered most useful are sometimes listed by the different departments. In 1878 there were 2,000 volumes, \$1,000 having been expended for books the previous year. By 1882 there were 4,000 volumes reported; in 1886, 7,000. In 1888 the librarian's report includes the statement, "In addition to the general library resources, many of the departments have begun the collection of special libraries," and in 1890 the general library is credited with 12,000 volumes, and five departments with a total of 2,600. The growth from this time has been increasingly

rapid. From the first the plan of making the library almost entirely a reference collection has been followed.

The administration of the library was originally in the hands of a library committee whose chairman performed to some extent the duties of a librarian.

In the fall of 1878, Dr. George E. Howard returned to the University as an instructor. The professor who was chairman of the library committee was absent on leave and Dr. Howard was asked to assume some of his duties, among them to take charge of the library. He immediately opened the library from two to six each afternoon. This was the first time that regular hours of opening had been observed and was very popular with the students. January 1, 1879, Dr. Howard was made instructor in English and history and Librarian, with full power of administration over the library, though there was still a library committee of the faculty. Later the power was



again vested in the committee, but with Dr. Howard always a member, frequently as chairman. From 1888 to 1891 Miss Ellen Smith was "Registrar and Custodian of the library," and for 1891-92 Professor George MacMillan was "Custodian of the library." From 1892-97, Miss Mary L. Jones, U. of N. '85, and a graduate of the New York State library school, was in charge of the library. During these five years the library was reclassified according to the Dewey decimal system and the card catalog was begun, most of the books then in the library being cataloged before Miss Jones left. For the school year of 1897-98, John D. Epe's was librarian. His successors have been J. I. Wyer, Jr., 1898-1905; Walter K. Jewett, 1906-13; Malcolm G. Wyer, 1913-1924; Gilbert H. Doane, 1925-date.

The library first occupied a room on the second floor of the University Hall, later two rooms, the one next east of the original room being added. These were the southeast

corner room and the one next west, an opening being made between the two. By 1888 the library was to be found occupying the first floor of the north wing of University hall. There it remained until the library building was completed in 1895.

The plans for the new building had been largely the work of Dr. Howard as chairman of a committee of the Faculty. With the assistance of Professor Little, professor of engineering, and Miss Moore, head of the art department, the plans were made so complete, that except for minor changes the building stands as the committee planned it.

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### DIRECTORY OF LIBRARIES

The libraries of the University of Nebraska contain about 220,000 volumes, and a large number of pamphlets. The general library is supplemented by a few departmental libraries, which are located in other buildings, for the convenience of the

departments concerned. The agricultural, law, engineering, medical, and teachers' college libraries have an assistant in charge. The libraries may be found in the following locations:

**General library.** Located in Library hall. Open during the college year 7:50 A. M.-10 P. M., except Friday and Saturday, when the hours are 7:50 A. M.-6 P. M.

**Agricultural library.** Located in Agricultural hall, State Farm. Open during the college year, 8 A. M.-9:00 P. M., except Friday, when the library closes at 6 P. M., and Saturday, when it closes at 4 P. M.

**Law library.** Located on the third floor of the Law building. Open during the college year 8 A. M.-10 P. M., except Saturday, when the library closes at 6 P. M.

**Engineering library.** Located on second floor of Mechanic Arts hall in room 211. Open during the college year 8:30 A. M.-6 P. M., 7-9:30 P

M., except Friday and Saturday, when the library closes at 6 P. M. and 5 P. M. respectively.

**Medical library.** Located in the University Hospital building at Omaha. Open during the college year 9 A. M.-5 P. M., 7-9 P. M.

**High School library.** Located on the second floor of the Teachers' College building.

**Biology library.** The botany and zoology libraries are united and located in Bessey Hall.

**Social Science library.** Located on the second floor of Social Science building.

**Department libraries.** The other departmental libraries are maintained without a special assistant in charge and are as follows:

Chemistry—Chemical laboratory.

Classical—Classical building.

Entomology—Plant Industry hall.

Meteorology-Astronomy — Observatory.

Physics—Brace laboratory.

The card catalog in the reading room includes the books in these libraries, but applications for the books should be made at the department libraries.

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### OTHER LIBRARIES

The libraries of the State Historical Society and of the Legislative Reference Bureau in Library Hall, although not parts of the University library system, may be consulted by students.

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### THE READING ROOM

The loan desk is on the north side of the reading room. Readers come to this desk to secure books for use in the reading room, to withdraw books from the library and to return them.

The card catalog is in the west end of the room. You will find posted over the first case a card of directions for its use. Feel free to call upon the Reference librarian for any

further help or explanations in regard to its use.

The reading room is much too small for the demands made upon it, and students should bear in mind that its proper use as a university study room can be fulfilled only when each student maintains a strict silence.

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### THE REFERENCE ROOM

The reference room is the northwest room adjoining the reading room. Here are kept the general and special encyclopedias, yearbooks, dictionaries, and other books of a reference type which readers need to use frequently. They are to be used in the reference room.

The reference librarian will be found at her desk in the northwest corner from 8 A. M.-5:30 P. M. and 7-10 P. M.

The duty of the reference librarian is to assist readers in securing information and printed material on subjects under investigation. The aim of the department is to save

time for students and members of the faculty. Do not hesitate to ask the reference librarian for assistance; she welcomes such inquiries. In addition to securing information for readers, she is ready to explain the use of the card catalog and the arrangement and use of the various reference works in the library. It is well to remember however, that better results will follow if you allow the librarian sufficient time to investigate, and do not wait until the last moment before calling upon her.

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#### HOW TO DRAW A BOOK FROM THE LIBRARY

Look in the card catalog (for explanation of the card catalog, see p. 19) for the book desired and if it is listed there, fill out a yellow call slip writing legibly, the call number, the author and short title. The call number is in the upper lefthand corner of the catalog card. For instance, 823.89 is the call number for our  
S t 4

edition of R. L. Stevenson's works. If you wish *Treasure Island*, you will see from the contents list, that this is volume 2 in the set. Therefore write within the square on the call  
823.89

slip St 4. Write also Stevenson,  
2

*Treasure Island* on the space provided, sign your name and take the slip to the loan desk.

Remember that, with the exception of reference books, reserve books, class references and periodicals, books can be taken out for two weeks and if not returned when due a fine of five cents a day is charged.

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### USING THE LIBRARY

The following books will be of help to students interested in learning how to use the library:

Mudge, I. G. *New guide to reference books.* 1923.

Fay, L. E. & Eaton, A. T. *Instruction in the use of books and libraries.* 1915.



Ward, G. O. The practical use of books and libraries. Ed. 4. 1926.

Hutchins, Margaret & others. Guide to the use of libraries. Ed. 2. 1922.

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### CLASSIFICATION

The arrangement of books in this library is according to the decimal classification devised by Melvin Dewey. In this system the field of knowledge is divided into nine main classes and these are numbered 1 to 9. Cyclopedias, periodicals and works so general in character as to belong to none of these classes are marked 0 and form a tenth class. These ten classes are:

000 General works, bibliography, cyclopedias.

100 Philosophy, psychology, ethics

200 Religion.

300 Sociology, political science, economics, law and education.

400 Philology.

500 Science, mathematics, botany, zoology.

600 Useful arts, medicine, engineering, agriculture.

700 Fine Arts.

800 Literature.

900 History, travel, biography.

Each class is further divided into ten divisions and each division into ten sections. Then a decimal point is used and beyond this the subdivision is repeated as often as necessary. For instance, the 300 class is subdivided as follows:

310 Statistics.

320 Political economy.

330 Political economy.

340 Law.

350 Administration.

360 Charities and correction.

370 Education.

380 Commerce, transportation.

390 Customs, folklore.

Each division may be subdivided into ten sections, thus:

331 Labor.

332 Banking, money.

333 Land.

334 Cooperation.

- 335 Socialism.
- 336 Finance.
- 337 Tariff.
- 338 Production, trusts.
- 339 Pauperism.

Each section may also be subdivided by the use of the decimal point.

- 331. Labor.
- 331.1 Capital and labor.
- 331.2 Wages.
- 331.3 Child labor.
- 331.4 Labor of women.
- 331.5 Convict labor.

Since each subject has a definite number which is given to each book on that subject, all books on any subject must stand together. Thus all books on the labor question are numbered 331 and will be found together on the shelves immediately following the books marked 330. The analysis of the classification number is as follows: 331.3—Class 3 (Social science) Division 3 (Economics) Section 1 (Labor question) Point 3 (Child labor). All books on child

labor are thus marked with the class number 331.3 and are then arranged alphabetically by the author's name. Each book is also given a book number, which is a combination of the first letter of the author's name and numbers, and which keeps all books in each subject in alphabetical sequence. Thus a book on child labor by Hosmer would be marked 331.3 H 79 and one by Howard would be 331.3 H 83. These two numbers, the class number and the book number, form the call number of the book, which is written on the label on the back of each book, on the book plate on the inside front cover, and on the upped left hand corner of the catalog card. This call number with the name of the author, and the title of the book desired should always be written on the yellow slip found at the card catalog, when asking for a book at the loan desk.

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### THE CARD CATALOG

The books in the library are made available to readers through the card

catalog. Many students make no effort to use the card catalog because they think it is too complicated. In reality it is not difficult to learn the main principles of our catalog, and students who do this save themselves much time. The library assistants are always glad to be of service to students in explaining the use of the catalog.

The catalog of the library is in card form and is found in the card cases in the west end of the reading room. This catalog is a complete guide to the books in the library, each book being represented by a card for the author of the book, the subject it treats of and often by the title. These cards are arranged in alphabetical order. Cards for the authors and titles are in black while the subject cards have the subject in red ink at the top of the card. Where the same word serves for several kinds of heading the order of arrangement is person, place, subject and title. Example:—(1) Wash-

ington, George (person) (2) Washington (state) (place), (3) Washington (state) — Antiquities (subject) (4) Washington and his country (title). Under an author's name the arrangement is as follows, although only prolific writers of great note have all forms of cards: —(1) cards for books written by the author (complete work), (2) for books written by the author (other than complete works), (3) for books edited or translated by the author, (4) for books written about the author.

Names beginning with M, Mc, St. and Ste. are arranged as if spelled out Mac, Saint, and Sainte. Under the subject headings the titles are grouped topically where possible or by the authors' names except where the subject is of historical character, then the grouping is chronological. Examples:—under Education the groups are, Elementary, Ethical, History, etc., but under Great Britain — History, the grouping is by periods as Anglo-Saxon period,

Norman period, Plantagenet period. Reference cards are placed in the catalog to guide the consuler to the subject heading adopted by the library. For example, Pedagogics see Education — Methods; Banks and banking see also Savings banks, Trust companies.

The card catalog will give the following information:

1. All books written by a certain person that the library possesses.

2. All the books written about a certain person that the library possesses.

3. All the books treating a given subject that the library possesses.

4. Whether the library possesses a book with a certain title.

5. The location of each book is indicated, as all books in the departmental libraries have the department name on the left hand margin of the card. For the location of the department libraries see page 9 of the Handbook. The call number of each book is given in the upper left hand corner of the card. This, with

the author and title is necessary in order that the assistant may get the book desired.

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### DEPOSITORY CATALOG

The Library of Congress catalog contains author cards for the books in the library of Congress. Cards being printed by the Harvard University library, the University of Chicago library and the University of Michigan library are also included.

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### THE PERIODICAL ROOM

The current periodicals are located in room 310 on the third floor of the library. Here the student may enjoy reading the recent numbers of the hundreds of magazines which the library receives except those which are technical and are sent directly to the departmental libraries.

These magazines do not circulate but must be used in the periodical room.

The bound volumes of these peri-



odicals are in the main reading room and stack.

The magazine indexes are in the Reference Room.

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#### SUGGESTED MAGAZINES

Comment on current events

Weeklies.

Literary Digest

Independent

Nation

New Republic

Outlook

Survey

Monthlies

Current History Magazine

Review of Reviews

World's Work

Some other good monthlies

Atlantic Monthly

Bookman

Century

Harpers

National Geographic Magazine

North American Review

Scribners

## BOUND PERIODICALS

Periodicals are recognized as a very important part of a reference library. Libraries bind the periodicals and aim to keep complete sets of the leading ones, because they contain so much material of value for reference and research work. The periodicals contain the latest and most authoritative information on all subjects and a file of the standard journals constitutes an encyclopedia that is always up to date. In preparation for a debate, thesis, essay or special topic, articles in the bound periodicals will furnish the most valuable and often the only available material. This information would be of little use, however, if there were not some key by which we could unlock it. This key exists in the form of printed indexes which have been prepared, and which index the contents of a large number of periodicals. There are indexes for the periodicals of a general nature, and also for the technical ones.

Students should familiarize themselves with these magazine indexes for they will be found helpful in college work. Those found in this library are:

### INDEXES TO GENERAL PERIODICALS

Poole's Index to periodical literature

- v. 1 covers the years 1802-1881.
- v. 2. covers the years 1881-1887.
- v. 3. covers the years 1887-1896.
- v. 4. covers the years 1897-1901.
- v. 5. covers the years 1902-1907.

Reader's Guide to periodical literature

- v. 1. covers the years 1900-1904.
- v. 2. covers the years 1905-1909.
- v. 3. covers the years 1910-1914.
- v. 4. covers the years 1915-1918.
- v. 5. covers the years 1919-1921.
- v. 6. covers the years 1922-1924.

Annual volumes for 1925+

Appears monthly with a quarterly cumulation.

Reader's Guide to periodical literature: Supplement

- v. 1. covers the years 1907-1915.

v. 2. covers the years 1916-1919.  
International index to periodicals  
literature, formerly Reader's Guide.  
Supplement

v. 3. covers the years 1920-1923.

Annual volumes for 1924+

Appears five times a year, the  
January number forming the annual  
cumulation.

Magazine subject index

1907+ (Includes Dramatic in-  
dex 1909+).

These indexes cover the standard  
magazines of general interest. By  
consulting them the discussion of a  
subject may be traced from 1802  
down to the magazines of the pres-  
ent month. The index is for subject  
and authors. Reference is made to  
the name of the magazine, vol-  
ume or year and page, and these  
items should always be noted down  
when looking up articles on a sub-  
ject. A list of the bound volumes  
contained in this library is kept with  
the indexes. The following sets are  
kept on the shelves of the reading  
room the others are in the stack and

must be asked for at the loan desk.

These sets are in two series, each arranged alphabetically by title. The oversize sets, indicated by the asterisk before the title, form one series, and are on the shelves below the ledge. The other sets are on the upper shelves. The series begin south of the reading room doors.

\*Academy

American eclectic

American magazine

American mercury

American museum

American quarterly observer

American quarterly review

American review

American Whig review

Analectic review

\*Appleton's journal

Arena

\*Athenaeum

Atlantic

Bookbuyer

Bookman

Canadian

Century

\*Chautauquan

- Cosmopolitan
- Critic
- Democratic review
- \*Dial
- Education
- Educational review
- Forum
- \*Freeman
- Gunton's magazine
- Harper's
- Independent
- Inter America
- International monthly
- International quarterly
- International review
- Knickerbocker
- \*Literary digest
- \*Literary world
- Living age
- McClure's
- Massachusetts quarterly review
- Midland
- Mid-West quarterly
- \*Nation
- \*Nation and Athenaeum
- National magazine
- New England magazine
- New England and Yale review

- New Englander
- New Princeton review
- \*New Republic
- \*New Statesman
- New York review
- North American review
- Old and New
- Outing
- Outlook
- Overland
- Popular science monthly
- Princeton review
- Putnam's magazine
- Putnam's monthly
- Putnam's monthly and the Critic
- Reader
- Reader magazine
- Review of reviews
- \*Saturday review
- Scientific monthly
- Scribner's magazine
- Scribner's monthly
- Swanee review
- South Atlantic quarterly
- Southern Literary messenger
- \*Spectator
- \*Statesman
- Unpartisan review

Unpopular review

\*Weekly review

World today

World's work

Yale review

### ENGINEERING INDEXES

#### The Engineering Index

v. 1. covers the years 1884-1891.

v. 2. covers the years 1892-1895.

v. 3. covers the years 1896-1900.

v. 4. covers the years 1901-1905.

Annual volume for 1906 to date.

Industrial Arts Index, published quarterly, cumulated annually.

v. 1 covers the year 1913 and is supplemented by annual and biennial volumes.

The indexes and also the sets of engineering periodicals are in the engineering library.

### AGRICULTURAL INDEXES

The Agricultural college library has the following indexes:

General index to Experiment station records, vols. I-xxv, 1889-1911. This serves as an index to the peri-



odical, bulletin and report material on this subject in English and the principal foreign languages.

Agricultural index, 1916-date. Indexes about 135 agricultural and related periodicals and many bulletins, also records new books and book reviews.

### NEWSPAPER INDEXES

The library subscribes to the following index to current events.

New York Times Index, Quarterly, 1913+.

This index is arranged alphabetically by subjects, covering the news and happenings of the world and giving the date of the event, with a summary of its development. Thus, in addition to being an index to any metropolitan newspaper, it is also useful in giving a digest of the history of any event of importance.

### UNION LIST OF SERIALS

The Union list of serials in libraries of the U. S. and Canada, published in 1927 is an example of co-

operative library work of great importance especially to the Reference department. Through the bibliographical details and the library holdings indicated for the 75,000 titles listed, almost any serial reference may be located which the research student may need.

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### GENERAL REFERENCE BOOKS

The reference books are shelved in the reference room just west of the reading room. Reference books are compendiums of facts on all conceivable subjects and are intended to be used for consultation when in search of definite information. They are essential to the working library because they enable one to find in a moment, information that otherwise could be had only by extended research.

Students should become familiar with the reference books so that they will know where to look for a definite fact and where to go first for guidance when investigating a sub-

ject. The reference works include dictionaries, atlases, encyclopedias, biographical dictionaries, indexes and special works on history and literature. The following are among the most useful. The reference librarian will always be glad to explain the special features of these books and show how they can be of value to students.

### Dictionaries

Century dictionary, the most comprehensive American dictionary.

Murray's new English dictionary, the most complete of all English dictionaries; the place to look for the etymology and historical growth of English words.

Webster's new international and Standard, the best one volume dictionaries to consult.

### Encyclopedias

Encyclopedia Britannica, 13th edition. The most scholarly work. Always use the index volume first.

New International, Ed. 2. The

most satisfactory for quick reference when brief information is wanted. Both this and the *Britannica* have yearbooks which are valuable for recent information.

*Americana* and Nelson's loose leaf encyclopedia are other good encyclopedias.

Brockhaus, *Kversations-lexikon* and Larousse, *Grand dictionnaire universel* are the standard German and French encyclopedias.

*Enciclopedia universal ilustrada* is an excellent Spanish encyclopedia.

#### Special Encyclopedias

Catholic encyclopedia.

Champlin, *Cyclopedia of painters and paintings*.

Grove, *Dictionary of music and musicians*.

Hart, *Cyclopedia of American government*.

Hastings, *Encyclopedia of religion and ethics*.

Jewish encyclopedia.

Monroe, *Cyclopedia of education*.

New Schaff-Herzog encyclopedia of religious knowledge.

### **Biographical Dictionaries**

Century cyclopedia of names.

Dictionary of national biography (English names).

Appleton's Cyclopedia of American biography.

National cycloedia of American biography.

Allgemeine deutsche biographie.

Michaud. Biographie universelle.

Who's Who in Canada.

Who's Who in America.

Who's Who.

### **Geography, Atlases**

Century atlas of the world.

Lippincott's new gazetteer.

Rand, McNally & Co., library atlas of the world.

### **Literature**

Warner's library of world's best literature.

Moulton, Library of literary criticism.

Brewer, World's best orations.

Chambers Cyclopedia of English literature.

Cambridge History of English literature.

Stedman & Hutchinson Library of American literature.

Cambridge, History of American literature.

### Handbooks

American yearbook.

World almanac.

Europa yearbook.

Statesman's yearbook.

Bliss, New encyclopedia of social reform.

Brewer, Reader's handbook.

Congressional directory.

Patterson, Educational directory.

Statistical abstract of the U. S.

Whitaker's almanack.

### Quotations

Hoyt, New Cyclopedia of practical quotations.

Bartlett, Familiar quotations.

Benham, New book of quotations.

## SPECIAL INDEXES

Perhaps no class of reference tools is so frequently useful as the indexes. Some of the most important of these aside from the magazine indexes are:

Granger, Index to poetry and recitations.

Firkins, Index to short stories.

A. L. A. Index to general literature.

Eastman, Index to fairy tales.

Logasa and VerNooy, Index to one act plays.

Silk and Fanning, Index to dramatic readings.

Book review digest.

Sears, The Song index.

Several of these indexes are continued to date in respect to our library by card indexes prepared by the reference assistants. Thus our Short story index, our Index of plays in collections, our Debate index and our Essay index are in daily demand and constantly grow more useful.

**GOVERNMENT DOCUMENTS**

This library is a depository for the sheep-bound set of the U. S. public documents. These are in the Law library, arranged by serial number, except in some cases where documents on a certain subject have been removed from the regular order and placed with the other books on that subject. The Congressional Record is kept in the stackroom. These documents contain material that is invaluable for historical and economic study and for the preparation of debates. The following indexes to their contents are kept on the shelves in the reference room.

**Poor B. P. Descriptive catalog of the government publications of the U. S. 1774-1881.**

Brief entries arranged chronologically under subject headings, with author and subject index.

**Comprehensive index to the publications of the U. S. government, 1881-1893, 2 v.**

Includes the Congressional set and other documents with a full personal index.

**Comprehensive index: catalogue**



of the public documents, 1893-1917, 14 v.

Includes Congressional set and department publications. Arrangement is under one alphabet of authors and subjects.

**Tables of and annotated index to the Congressional series of U. S. public documents 1902.**

Includes author, title and subject index of Congressional set from 15th to 52nd Congress.

**Check list of U. S. public documents 1789-1909.**

**Consolidated index 1895-date.**

An index to the subject of the documents and reports and to the committees, senators and representatives presenting them.

**Monthly catalog of U. S. public documents, 1895-date.**

Monthly price list of the current publications of the government. Arrangement is alphabetical by subjects, departments, bureau, etc. Object is to make documents more available and to give help in study of government publications. Gives short descriptions of the most interesting and valuable documents of the month.

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## TRADE BIBLIOGRAPHIES

The trade bibliography of a country consists of the catalogs that list

the books printed in that country. Such catalogs, showing the books available on any subject or by any author, are indispensable in library work as they are needed in preparing reference lists and bibliographies, in the ordering of books and in other ways. These works list books by author, title and subject, giving publisher, place, date, size and price for each book. Our collection contains the most useful bibliographies as follows:

### **American**

**United States catalog** of books in print January 1, 1912, with supplements to date.

The most valuable of all our trade bibliographies. Lists all books obtainable with entry under author, title and subject.

**American catalog 1876-1910.**

Lists books by author, title and subject.

**Publisher's trade list annual.**

A collection of the catalogs of all American publishers arranged in alphabetical order.

**Publisher's weekly.**

A weekly list of new publications with monthly cumulations.

**English**

**English catalog** 1801-1920, with an annual suppliment.

Author, title and subject list of books published in England.

**Reference catalog** of current literature 1924, 3 v.

A collection of publishers' catalogs in alphabetical order with a complete index to authors, titles and subjects.

**Publisher's circular.**

A weekly list of new publications with monthly cumulations.

**German**

**Kayser's bucher lexikon** 1750-1910.

Author list of books with a subject index.

**Hinrich's halbjahr katalog.**

A semi-annual list which supplements Kayser.

**French**

**Lorenz, Catalogue generale** de la librairie francaise, 1840-1918.

An author list with subject index.

**Catalogue mensuel** de la librairie francaise, 1910+.

A monthly list of the publications of the year bound together with a complete author and subject index.

In addition to the trade bibliographies mentioned above, the library

contains many others and also a large number of works useful in the same connection, such as second-hand dealers' catalogs classified by subjects, catalogs of the auction prices of books and subject bibliographies. The following also are of service in the selection and ordering of books.

American Library Association Catalog, 1904 with supplements, 1912, 1923 and 1926.

British Museum, List of reference books in the reading room.

Nelson's Standard books, 4 vols.

Sonnenschein, Best books, 3 vols.

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## INTER-LIBRARY LOANS

Members of the faculty and advanced students should remember that through the courtesy of the large research libraries of the country, the resources of these libraries are in a measure placed at our disposal. That is, other libraries are willing to loan for a short time, such books as may be needed by investi-

gators at this library. In this way books are sent from the large university libraries, the John Crerar, the U. S. Department of Agriculture, and on very special requests, from the Library of Congress. It is understood by the lending libraries that the books will be used in the library building only. The location of a desired book can often be learned at the general library by means of the Depository catalog and the union serial lists. The recent published account of Special collections in the libraries of the U. S. is also of value in this connection.

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### RESERVE ROOM

Instructors have the privilege of reserving special books for the use of certain classes. These books are withdrawn from general circulation and kept in the reserve room, which is located on the third floor of the library in room 305. The books are known as reserve books.

The following rules govern the use of these books.

1. Books should be called for by author and title.

2. But one book at a time may be borrowed.

3. Each book has a special charging slip, on which the borrower must sign his name, after presenting his identification card, before receiving the book.

4. Each book must be returned to the reserve desk within two hours of the time it is borrowed.

A penalty of 25c will be charged for any book kept more than two hours.

Books kept more than 24 hours will be charged for at the rate of 25c a day.

No books will be issued to persons owing a fine at the desk.

5. Books may be taken out for the night or over Sunday after 9:30 p. m., but must be returned before 8 a. m. the following morning.

## OPEN SHELF RESERVE

Room 306 is known as the open shelf reserve room. The collection of books shelved here was formerly in the Language Study room. Here the student is unrestricted in the time a book may be used. Books may be taken out for home use a half-hour before closing time, but must be returned before 8 a. m. when the library opens again.

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## BOOKS FOR HOME READING

Interesting books on a wide variety of subjects are kept on a special case near the entrance to the reading room. These books include standard short stories, dramas, fiction, essays, biography and travel. The books being changed frequently, during the year students are able to examine a large number of books of all kinds. These books are intended as suggestionf for the student's home reading. Many students think of a library only as a place to go to study their lessons from day to day. Others, especially

those in the professional schools, rarely enter the library building during their college course. These students are letting slip one of the finest opportunities they will ever have to extend their interests and to broaden their lives. Most students will never again have the use of so large a selection of magazines. Take some time each week to read books on some subjects entirely outside of your regular work. Watch the books which are placed on the new book shelf each Saturday, and choose books for home reading from the special case mentioned above. The library has a large collection of interesting books of foreign travel, of biography and of modern drama. The library prints from time to time lists of selected books on special subjects and these can be secured from any of the library assistants and probably will suggest new lines of reading.



## READING COURSES

It is well to capitalize your leisure moments by having a plan for your reading. You cannot expect much profit or satisfaction from desultory reading.

For those who wish guidance in selecting a course for systematic reading there is a very helpful series of books called "Reading with a purpose" issued by the American Library Association. Experts in the various fields of knowledge have been called upon to point out the most important books to give the student a comprehensive view of each subject.

The books in the following list have been published. Others will follow in rapid succession.

"Pivotal figures in history," by A. W. Vernon.

"Europe of our day," by H. A. Gibbons.

"Physical sciences," by E. E. Slosson.

"The United States in recent times," by F. L. Paxson.

"Americans from abroad," by J. P. Gavit.

"Philosophy," by Alexander Meiklejohn.

"The Modern essay," by S. M. Crothers.

"Psychology and its use," by E. D. Martin.

"Architecture," by Lewis Mumford.

"Biology," by Vernon Kellogg.

"Ears to hear, a guide for music lovers," by D. G. Mason.

"The poetry of our own times," by Marguerite Wilkinson.

"Our children," by M. V. O'Shea.

"The life of Christ," by R. M. Jones.

"Some great American books," by D. L. Sharp.

"The modern drama," by B. H. Clark.

"American education," by W. F. Russell.

"Frontiers of knowledge," by J. L. Bennett.

"Religion in everyday life," by W. T. Grenfell.

"Sociology and social problems,"  
by H. W. Odum.

"Conflicts in American public  
opinion," by W. A. White and W. E.  
Myer.

"Pleasure from pictures," by H. T.  
Bailey.

"Appreciation of sculpture," by  
Lorado Taft.

"French revolution as told in fic-  
tion," by W. S. Davis.

"The stars," by Harlow Srapley.

"Founders of the Republic," by C.  
G. Bowers.

"The practice of politics," by Ray-  
mond Moley.

"English drama on the stage," by  
W. P. Eaton.

"George Washington," by A. B.  
Hart.

"Westward march of American  
settlement," by Hamlin Garland.

"Foreign relations of the U. S.,"  
by P. S. Mowrer.

"Twentieth century American  
novels," by W. L. Phelps.

"Adventures in flower gardening,"  
by Sydney B. Mitchell.

These will be found in the reference room.

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### NEW BOOK SHELF

There is a special case near the loan desk where the new books added to the library are displayed for one week before going to their regular places on the shelves: These books are changed each Saturday morning. This offers a good opportunity to see the important accessions.

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### AIDS FOR DEBATERS

The library contains many books on the subject of principles of debate and argumentation, debaters' handbooks, briefs, debating subjects, orations, etc. Information in regard to material of this nature may be secured at the reference desk.

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### COLLEGE LIFE

The library has books on subjects of special interest to young men and women in colleges; books dealing

with various phases of college life, giving suggestions on how to get the most out of college, on vocational guidance, right living, etc. A few of these are listed here, the assistants will refer inquirers to others.

Baird, American college fraternities.

Briggs, School, college and character.

Canfield, College student and his problems.

Cooper, Why go to college?

Crawford, College girl of America.

Eliot, Education for efficiency.

Essays for college men.

Flexner, The American College.

Fulton, College Life.

Gauss, Through college on nothing a year.

Hyde, The college man and the college woman.

Lockwood, The freshman and his college.

McMurray, How to study.

Olin, Women of a state university.

Slosson, Great American universities.

Thwing, The American college in American life.

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### STACK ROOM

On account of the overcrowded condition of the stack room and of the small library staff, it has been necessary to restrict admission to the stacks to students of the graduate college. Occasionally access to the stackroom is granted to undergraduates for limited periods and for special purposes, as in the case of the intercollegiate debaters, and of certain advanced students, when in the judgment of the librarian this can be done without interfering with the library service.

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### AGRICULTURAL LIBRARY

The agricultural library will be found in the administration building at the State Farm. This library contains about 19,000 volumes of standard technical and general reference works for the departments of the

agricultural college. The books on home economics are in this library and also a carefully selected collection of general literature for student reading. There is a card catalog of the books in the library and also a card catalog of the publications of the U. S. Department of Agriculture. Books are freely loaned between the general library and the Agricultural library.

The library is open as follows:

College year—

8 A. M.-9 P. M. Monday-Thursday.

8 A. M.-6 P. M. Friday.

8 A. M.-4 P. M. Saturday.

Vacations—

Sept. 1 to Oct. 1—

9 A. M.-12, 1-5 P. M. Monday-Friday.

9 A. M.-1 P. M. Saturday.

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## LAW LIBRARY

The law library is on the top floor of the law building. The library is a good working collec-

tion for the student and contains the leading encyclopedias and reference works as well as the United States, State, Dominion and English reports.

Duplicate copies of the principal textbooks in use are also owned by the library and are loaned to students for use in the library during the day and for over night use also. The students have free access to all books except the textbooks.

The library is open as follows.

College year—

8 A. M.-10 P. M. Monday-Friday.

8 A. M.-6 P. M. Saturday.

Summer sessions—

8 A. M.-5 P. M. Monday-Friday.

8 A. M.-12 M. Saturday.

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### ENGINEERING LIBRARY

The books relating to the different engineering subjects and to mathematics have been united to form an engineering departmental library. The collection is located in room 211 Mechanic Arts hall. It contains complete files of the leading technical



journals, with the Engineering index and the Industrial arts index; the most important texts and treatises on mathematical and technical subjects; and complete sets of transactions of the various engineering societies.

The library is open Monday-Thursday 7:45 A. M.-9:30 P. M., Friday 7:45 A. M.-6 P. M. and Saturday 7:45 A. M.-5 P. M. during the college year. The hours during the Summer Session are 9 A. M.-12, 1-5 P. M.

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#### TEACHERS' COLLEGE HIGH SCHOOL LIBRARY

The high school library is located adjacent to the study hall on the second floor of the Teachers' College building. It is intended to provide library facilities for the students of the high school and to demonstrate to the training classes the importance of a library in a high school course. Assistance is given to students, teachers and superintendents in selecting books for school libraries.

The library is open as follows:

College year—

8:15-11:45 A. M., 12:45-4:15 P.

M., Monday-Friday.

8:45-11:45 Saturday.

Summer Session—1st term.

8:15 A. M.-5:15 P. M. Monday-

Friday, 8:15-11:45 Saturday.

2nd term as during college year.

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### MEDICAL LIBRARY

The medical library has been transferred to the medical college at Omaha. While not a large library it is the foundation of a strong one, and plans are being formulated to make it the strongest medical collection in this section of the country. It possesses complete sets of many of the most important medical journals, Index medicus—and several of the standard systems and reference works. During the past two years notable additions have been made through purchase and through gifts from physicians in Omaha and elsewhere. The library is administered by the University librarian as a part

of the University of Nebraska library system.

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### LIBRARY REGULATIONS

**Hours** — The library is open on every day but Sunday, legal holidays and University holidays during the college year as follows:

Monday to Thursday 7:50 A. M. to 10 P. M.

Friday, Saturday 7:50 A. M. to 6 P. M.

During the summer sessions the library hours are:

Monday to Thursday, 7:50 A. M.-6 P. M., 7-9 P. M.

Friday, Saturday 8 A. M. to 6 P. M.

During vacations the library hours, are:

Monday to Friday 9 A. M.-12 M., 1-5 P. M.

Saturday 9 A. M.-12 M.

**Borrowers** — Books may be borrowed by all officers and students of the university, by resident alumni and by others having special permis-

sion. Books are also loaned, subject to demand in the university, to schools and alumni in the state, who are willing to pay transportation both ways.

**Length of Loan**—Books are loaned subject to recall at any time, for two weeks, with privilege of renewal. This restriction does not apply to members of the faculty, who must, however, return all books to the library before Commencement day. Students who leave Lincoln for more than one week must first return all borrowed books.

**Restrictions** — This is primarily a reference library and therefore reference books, bound and current periodicals, reserve books and class references are not allowed to circulate.

**Fines**—A fine of 5 cents a day is charged for each book not returned within the limit of two weeks.

For reserve books not returned within the two-hour limit during the day, and promptly at the opening

hour for overnight books, a fine of 25c a day is charged.

**Losses**—The borrower is responsible for all losses or injuries which occur to a book while it is charged to him. No student shall be recommended for a degree until he has returned in good order every book which he has borrowed, or has deposited with the librarian the cost of any book or books lost.

**Charging** — Books must not be taken from the library until they have been charged at the loan desk or the reserve desk.

**Admission to Stacks**—Officers of the university and graduate students are permitted to have free access to the book stacks. Under certain conditions, and at the discretion of the librarian, under-graduate students may be granted access to the stacks for a limited time.

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### COMPILING A BIBLIOGRAPHY

A bibliography may be a list of references pertaining to a certain subject, by or about a given author,

or a catalog of books published in a certain country. We call the first a subject bibliography, the second an author bibliography and the third a trade bibliography.

The library has many bibliographies on a great variety of subjects. Any student having a paper or debate to prepare will save time by asking the Reference Librarian to put him in touch with the bibliographies in the library on the subject in which he is interested before attempting to compile one for himself.

As every graduate student and almost every undergraduate will at some time be required to compile a bibliography, it would be well to have in mind early in your school life some of the essential features of a well prepared bibliography. Bibliographies may be inclusive or selective, with or without notes. Such notes being descriptive, or critical, or both. The selective annotated bibliography is by far the most useful. In preparing a paper of any great length or importance the com-

piler will need to select his material with great care and, at least for his own information, keep critical notes of the material consulted.

In compiling a bibliography it is well to follow certain definite rules, such as:

I. Define the scope and character of your bibliography.

II. Consult the card catalog for books on your subject. Often you will find there references to existing bibliographies. The bibliography cards follow the subject in the catalog.

III. Examine the bibliographies in the books on the subject.

IV. Consult magazine indexes, looking under every subject in any way related to your topic.

V. Enter each reference on a separate slip so that these may later be arranged in any order desired.

VI. Arrange alphabetically, topically or chronologically as the case may require.

In careful bibliographical work

each entry should include in this order:

1. Author's last name, first name, middle name or initial.

2. Title (Enough to distinguish the book.)

3. Translator or editor's name, if any.

4. Edition, if other than the first.

5. Place of publication (abbreviated.)

6. Name of publisher (abbreviated.)

7. Date of publication and copyright date if different.

8. Number of pages or number of volume if more than one.

9. Illustrations, maps, plates if specially important.

10. In listing parts of books give inclusive pages as well.

11. In listing magazine articles this arrangement is good:—

a. Author's name.

b. Title of the article.

c. Name of the magazine.

d. Volume number.

e. Inclusive pages.



f. Complete date.

Examples of entries:—

(Books)

Collins, Howard F.

Author's and printers' dictionary, Lond. Frowde, 1909, c 1905.

(Part of book)

Firestone, Charles B.

The coasts of illusion. N. Y. Harper, 1924 p. 274-280.

(Magazine)

Metcalf, M. M.

Research and the American college. Science n.s. 59;23-7 Ja.11 '24

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### WRITER'S HELPS

The following books will be found very useful when writing term papers:

Manly, John M. & Rickert, Edith.

Writer's index of good form and good English. N.Y. Holt, 1923, p. 1-37.

Utter, Robert P.

Guide to good English, N. Y. Harper, c 1914.

Seward, Samuel S., Jr.

Note-taking. Bost. Allyn & Bacon, c 1910.

Dow, Earle W.

Principles of a note system for historical studies. N. Y. Century, 1924.

Vizetelly, F. H.

Preparation of manuscripts. N. Y. Holt, 1924.

Schulter, W. C.

How to do research work. N. Y. Prentice Hall, 1926.

Reeder, W. G.

How to write a thesis. Bloomington, Ill., Pub. School Pub. Co. c 1925.

Walter, F. K.

Abbreviations and technical terms used in book catalog. Bost.

Orcutt, W. D.

Desk reference book. N. Y. Stokes, 1926, c 1912.



